

copy 82

Mr Phillips

INSTRUCTIONS AND RULES FOR THE PREPARATION OF INDEX CARDS
IN THE U.S. COPYRIGHT OFFICE

2nd edition

July, 1939

INTRODUCTION TO THE INSTRUCTIONS AND RULES FOR THE PREPARATION OF
INDEX CARDS IN THE COPYRIGHT OFFICE
Edition Two

The attached rules have been compiled in order that a standard practice will be established, to avoid confusion, duplication and error, to insure completeness, to enable a person to find copyright information quickly and accurately, and to show what material has been registered in the Copyright Office.

In the preparation of these rules it has been held in mind that the material to be indexed does not remain in the Copyright Office but is disposed of otherwise according to law. Therefore the index is not a "finding catalog" indicating where the material can be found, but only showing that it has been received and properly recorded. Thus the index in the Copyright Office must be distinguished from a catalog of books in a library or a collection.

These rules, as a whole, have been based upon authoritative catalog rules. Some few, however, have been included that are contrary to such rules because they are peculiarly applicable to Copyright Office problems only.

These rules, at this time, as was the case in the first edition, cannot be considered as complete but will be changed to meet new conditions as they arise. The additions to and the changes in the rules must be minimized but not neglected where the circumstances require the need therefor. All additions and changes must be made by the Chief of the Division and every clerk will be notified of any changes. Interpretations of and decisions regarding these rules are to be made by the Chief only.

A thorough knowledge of these rules is prerequisite to indexing in this office. A thorough study of, and constant reference to them is not only desirable but essential.

Authorities Used

American Library Association. Catalog rules. Author and title entries. 1908

American Library Association. Catalog Code Revision Committee. Working draft of Rules 43-44, 49-56. July 1938

Library of Congress. Guide to the cataloguing of the serial publications of societies and institutions, 2nd ed.

1. ABBREVIATIONS

A. Address:

1. Do not abbreviate the names of cities.
 i.e. Balto. Write Baltimore
 S. Francisco " San Francisco
 S. Boston " South Boston
 N. Y. " New York
2. Abbreviate the word Saint when used as a part of the name of a city.
 i.e. St. Louis
 St. Petersburg
 St. Stephens
3. Always abbreviate the following in the address:
 North N. Street St. Boulevard Blvd.
 East E. Avenue Ave. Square Sq.
 South S. Drive Dr. Place Pl.
 West W. Route Rt. Road Rd.
 Building Bldg.
4. Do not abbreviate the names of countries (Except U.S. if used and the first word of Gt. Britain)

B. Claimant's and author's names:

1. If the full name of a claimant or an author is given do not abbreviate.
2. Always abbreviate the following at the end of a firm name but never within the name:
 Company Co. Corporation Corp.
 Limited Ltd. Incorporated Inc.
 Gesellschaft mit beschränkter haftung G.M.B.H.

All are to be lower cased.

i.e. The Smith corp.

The corporation of idealistic life.

3. When unmistakable abbreviations or shortenings of names are used on the copy or on the application, use the full name without brackets.

i.e. Geo. Write George
 Chas. " Charles
 Wm. " William
 Dan'l " Daniel
 Jas. " James
 Sam'l " Samuel
 Thos. " Thomas
 Benj. " Benjamin

Great care must be exercised that shortened forms are not mistaken for abbreviations as the shortened form is sometimes used as a full name.

i.e. Alex Fred
 Ed Sam
 Ben Will

These may all be full legal names.

4. When abbreviations occur on copy See ESTABLISHED ENTRY

C. Religious names

1. When the name "Mary" is abbreviated to "M." in a religious designation, it should be written in full with the part "ary" within brackets and a cross-reference from the name following

which is the distinctive name.
i.e. Sister M. Theresa

write M[ary] Theresa, sister
and make cross reference from
Theresa, Mary, sister

2. The word "Saint" when used as a religious designation should always be spelled out fully.

i.e. Saint Michael
Saint Anne
(Never written St. Michael; St. Anne)

D. The word Saint

1. When used as a religious designation always spell out fully.
2. When used as a part of a surname abbreviated.
i.e. St. John, Samuel
3. When used as a part of the name of a city abbreviated.
i.e. St. Louis
St. Stephens

E. Title

1. Abbreviations used on the title page of the copy should be written exactly as they appear.
Certain approved abbreviations may be used in the title, and in the notes following the title, even though they appear in full on the title page but only when the title is very long and the space on the card inadequate to take care of it.
2. Never abbreviate a name or a word that might cause misfiling.
3. Never abbreviate a word when the abbreviation might suggest more than one word.

- F. The words "United States" may always be abbreviated if preceding the word government or the name of a government organization or a government vessel.

i.e. U.S. government
U.S. Department of State
U.S. Senate
U.S.S. Virginia

- G. Parts of publications mentioned within or without parentheses and followed by figures, roman numerals or letters may be abbreviated.

i.e. Vol.
No.

For authorized list of such abbreviations See APPENDIX 1 E

- H. Do not abbreviate the days of the week unless the space is very limited and the whole cannot be written unless they are abbreviated.

ABBREVIATIONS - LISTS AUTHORIZED TO BE USED See APPENDIX 1

ABRIDGEMENT OF WORK See TITLES G

ACADEMIC DISSERTATIONS See DISSERTATIONS

2. ACCENTS

- A. Use all accents on foreign entries.
- B. If the proper accents are omitted on the copy they should, if known, be supplied by the index clerk.

AD-INTERIM See INTERIM

ADAPTIONS See TITLES G

3. ADDED ENTRIES

- A. Two of the added entries (Title and author) are carbon copies of the main entry. All other added entries are to be made on "Reference", "Cross reference" or "Information" cards.
- B. Added entries, other than the two carbons referred to in the foregoing rule, merely refer to the main entry for information and may contain only enough to identify it and to show its relationship to the main entry.

See also GENERAL INSTRUCTIONS FOR INDEX GROUP I - Cards

ADDITIONAL MATTER See ACCENTS
See FOREIGN ENTRIES - Additions on cards

ADDITIONS TO MANUAL See GENERAL INSTRUCTIONS TO INDEX GROUP - Rules

ADDRESS - ABBREVIATIONS See ABBREVIATIONS A

4. ADDRESS OF CLAIMANT

- A. 1. The address of the claimant follows, on the next line, immediately after the claimant's name on the card unit. It is not given on the reference cards.
2. Do not repeat the claimant's address in the second space for claimant's name on the card unit.
3. If the space for the address is not large enough for all addresses of claimants, follow the first address with an asterisk (*) and continue on the reverse side of the card.
- B. 1. The names of states need not be given after well known large cities in the United States, such as Chicago, Baltimore, etc. For list of cities after which the state may be omitted See APPENDIX II
2. The names of countries need not be given after well known foreign cities, such as London, Paris, etc. For list of foreign cities after which the country may be omitted See APPENDIX II
- C. If a different address appears on the copy from that appearing on the application, use the one on the application. It is generally understood that the application bears the latest address.
- D. 1. If joint claimants have more than one address do not separate the claimants' names with addresses, but number the names and follow with the addresses numbered in the same order. Enclose numbers within parentheses.
i.e. (1.) Jones, Thomas; (2.) Smith, Edward;
(3.) Brown, John
(1.) 145 E. 20th St., New York;
(2.) 20 Madison Circle, Baltimore;
(3.) ~~The~~ Manor Hotel, Chicago
- D. 2. If joint claimants have different addresses in the same city, do not repeat the name of the city in each address.
i.e. (1.) 40 E. 20th St.; (2.) 15 E. 23rd St. New York

5. ADVERTISEMENTS

- A. 1. In choosing the title of an advertisement be guided by the title on the application but use this only when there is no proper

- title on the copy.
2. If the application uses only a part of a sentence as the title, use the complete sentence as it appears on the copy with an asterisk and proper notes on the reverse side of the card regarding the difference, and make a reference card under the application title.
 - B. 1. If the advertisement consists of an endorsement, always include the name of the endorser within parentheses after the title.
 2. Follow the title, within parentheses, with the name of the product advertised, unless the title or the owners' name mentions the product.
 - C. For all advertising material, always state in space on the card unit, designated as "Description of deposit" the abbreviation Adv. and then follow with description of copy.

AFFIDAVIT RECEIPT See DATE OF RECEIPT OF APPLICATION AND AFFIDAVIT

ALTERNATIVE TITLE See TITLES I 5

6. ALUMNI ASSOCIATIONS

- A. Enter alumni associations, general or local, under the name of the school, college or university.
- B. If the alumni association is local, make a cross reference under the name of the place.

7. ALUMNI FUNDS, FUND ASSOCIATIONS ETC.

Enter alumni funds, fund associations, etc. under the name of the school, college or university.

AMERICAN EDITION OF AN AD INTERIM ENTRY See INTERIM

ANALYTICAL NOTES See CONTRIBUTIONS TO PERIODICALS AND NEWSPAPERS

ANNUALS, YEARBOOKS ETC. See SERIALS

8. ANONYMOUS WORKS

- A. 1. If the author is stated on the copy and on the application as anonymous, enter that way in the author space and destroy the carbon card under that word.
2. If the author is stated on the copy as anonymous and the application gives the legal name, enter on the author space of the card unit the legal name within brackets and in the title space "Anonymous".
- B. If the owner or author requests that the author's name be not divulged, do not put this information on any index cards. If it appears on the application use the word "Anonymous" in the author space of the card unit, asterisk and state on back of all cards "Request received that author's name be not divulged".
- C. If the author is not given and it is a well known work in the public domain, and the illustrations form the subject of copyright, the author's name should be ascertained and added to the card within brackets.
 - i.e. If the title page reads "Evangeline, with illustrations by John Jones" the author space should be as follows:
Jones, John, illustrator; [Longfellow, Henry Wadsworth], text

- D. Anonymous works whose title page reads "by the author of _____" should be entered that way in the title space and a reference card made under each separate title reading that way, and an information card under the first title listing all other titles.

i.e. 1. Laddie by the author of Miss Toosey's mission

See

2. Miss Toosey's mission

Other titles by the same author:

Laddie

Pomona

Tip cat

ANONYMOUS WORKS	See also	SIGNS AS HEADINGS
	See also	INITIALS
	See also	INITIALISMS

9. APPLICATION

- A. The information listed below is to be used on the card unit without brackets and is to be obtained from the application.
1. Address of claimant
 2. Date of publication
 3. Date of receipt of copies, application and affidavit.
 - a. Date of receipt of copies must be checked with date stamped on copy also.
 4. Entry number
 - a. This must be checked with entry number stamped on copy also.
 5. Explanatory notes or something appearing on the application not on the copy and is considered as necessary information.
 - a. This information should be enclosed within parentheses.
 6. Country of which the author is a citizen.
- B. The application must be used in conjunction with the copy but any matter used from that source and not appearing exactly the same on the copy must be enclosed within brackets (if used as part of title) or within parentheses (if explanatory of title or deposit).
- C. 1. If the application uses only a part of the title, use the complete title as it appears on the copy.
2. If the application title differs from that on the copy precede the title used with an asterisk and make notation regarding the application title on the reverse side of the card. Make a reference card under the application title. Always repeat the title used after the claimant's name on the reference card.
- i.e. Appl. title The Snowy hills
- See
- Smith, John
The hills of snow
3. If the only difference appearing on the application is the presence of an article (The, a, an) do not make notation on the reverse side of the card.
- i.e. Copy: The Pretzel man
Appl.: Pretzel man
4. If the application title starts with the name of a series, a form, a volume, etc. and the title for the particular issue is used on the card unit, do not make the notation on the back of the card and

make only a general series cross reference card for the series.

Great care must be exercised in deciding whether a series should be entered under the individual title and followed by the series or by the series followed by the individual title. If the claimant is likely to have many different entries in addition to the particular series being indexed use the series first and follow by individual title; this is done in order that all of that series may fall together in the file and then alphabetically by individual titles.

5. If no title appears on the copy, use the title given on the application within brackets with proper notations on the reverse side of the card.

APPLICATION - ERRORS See ERRORS ON APPLICATION

APPLICATION RECEIPT See DATE OF RECEIPT OF APPLICATION AND AFFIDAVIT

ARABIC NAME Consult ALA WORKING DRAFT OF RULES FOR PERSONAL AUTHORS

ARABIC NUMERALS See NUMERALS

ARCHITECTS See AUTHOR

10. ART, WORK OF: MODELS OR DESIGNS FOR WORK OF ART (G)

REPRODUCTIONS OF A WORK OF ART (H)

DRAWINGS OR PLASTIC WORKS OF A SCIENTIFIC OR TECHNICAL CHARACTER (I)

PHOTOGRAPHS (J)

PRINTS AND PICTORIAL ILLUSTRATIONS (K)

- A. 1. If no title appears upon the copy, use within brackets the title given on the application, with proper notations on the reverse side of the card.

2. If the copy has a specific title and the application has only descriptive matter in the title space, use the title as it appears on the copy and follow with the application description within parentheses. Note on the reverse side of the card the application title but do not make a reference card for an application title that is merely descriptive.

- B. If a photograph is of an individual make a subject reference card under the surname of the person pictured. Do not confuse this with or omit the straight title card.

i.e. Profile of George Washington (Straight title)
Make also card Washington, George (Subject card)

ART, WORK OF - OVERSIZE See OVERSIZE MATERIAL

11. ARTICLES

- A. Omit the initial article in claimant and author names except in certain names such as societies whose corporate names require the article for clearness and titles of publications used as claimant or author.

i.e. The Players
The Lambs
The Writer, inc.
The Oregonia
The Spectator

- B. Foreign articles are governed the same as English.
For list of foreign articles See RULES FOR FILING APPENDIX

C. Do not omit the initial article in the title.

ARTICLES - FOREIGN See also FOREIGN ENTRIES - CAPITALIZATION B

12. ASSIGNEES AS CLAIMANT ON APPLICATION

If an application and an assignment are received at the same time and the application bears the name of the assignee as owner of the copyright and the copy bears the original owner in the notice, make the main entry under the present owner's name within brackets and make an information card under the original owner's name. ~~Also~~ Also make proper notations on the reverse side of the main entry card.

"Registration should be made as a rule in the name of the person or firm or corporation owning the copyright at the time the application is filed" (Rule RCDeWolf 8-19-31 also decision of HAH) (Opinion concurred in by R. of C. 4-12-37)

13. ATLASES

- A. Where no author is known, the publisher's name takes the place as author, due to the fact that he is responsible for the issue of the atlas; also the publisher's name is used when it is a collection of maps by many different map makers.
- B. Often the separate maps have no authors indicated but contain the name of the engraver; in this case the engraver is to be considered as the author.
- C. Make a subject reference card under the name of the place if the atlas is purely local, but not for general atlases of the world etc.

14 AUCTIONEERS

Booksellers and auctioneers are to be considered as the authors of their catalogs unless the contrary is expressly asserted on the copy.

15. AUTHOR

- A. The author as interpreted in the Copyright Office may be any one of the following:
 - 1. Architect
 - 2. Arranger
 - 3. Auctioneer
 - 4. Author
 - 5. Bodies of men (Societies, institutions, corporations, publishers, legislative bodies, cities, countries)
 - 6. Booksellers
 - 7. Cartographers
 - 8. Compiler
 - 9. Commentator
 - 10. Composer
 - 11. Continuator
 - 12. Designer
 - 13. Editor
 - 14. Engraver
 - 15. Illustrator
 - 16. Librettist
 - 17. Painter
 - 18. Photographer

19. Translator

20. Artist

- B. 1. If there is no actual writer (as distinguished from editor, translator, composer etc.) of an entry, enter any of the above in the author space if he is directly responsible for the material's existence.
- C. 1. The name chosen as author must be followed by the word or abbreviation of the word designating the type of the author; this word must be underscored to indicate italics.
2. Do not use expression author of words, author of lyrics etc., use only one word explaining the authorship.
- i.e. Smith, John , words
Smith, John , original story
Smith, John , music
Smith, John , lyrics
- D. Enter the name of the author exactly as it appears on the copy in the author space, using all inversion and other indexing rules of the manual.
- E. Make an author reference card for all classes of material whether individual or corporate unless the claimant and the author are the same. If claimant and author are the same, destroy the author carbon of the card unit.
- F. All rules applicable to the name of claimant entries are also applicable to the name of authors.
- G. If no author appears on the copy or on the application cross out the word author printed on the card unit and all printed words on the third line of the reference cards.
- H. If the author's name is a division or a department of the claimant's name do not make an author reference card.
- i.e. Claimant: Baltimore park service
Author: Division of plans of the Baltimore park service
- I. If two titles appear on the title page make only one author card if both are by the same author. Make separate title reference cards.
- J. 1. When one author appears on the copy followed by the phrase "With the assistance of _____", add after the author's name on the author space within parentheses (With the assistance of _____). If more than one assistant's name follows add the phrase (With the assistance of _____ and _____ others).
- i.e.
Winters, John (With the assistance of John Brown)

Winters, John (With the assistance of John Brown and two others)
2. Do not make a reference card under the names of assistants; one who assists is not considered as a joint author.

AUTHOR - ESTABLISHED See ESTABLISHED ENTRY

AUTHOR SPACE

- A. 1. The first name to appear in the author space on the card unit must be, as a general rule, the name to whom the citizenship has been given on the application.
2. When the application gives the citizenship to one of the

authors whose name does not appear as the first author on the copy, or does not appear at all on the copy, use the name given on the application in the first place in the author space on the card unit. Follow with the other names as they would ordinarily be used. If there are several different compilers or editors on the title page put an asterisk before the application name and give the exact sequence of names as they appear on the copy on the reverse side of the card.

i.e. On copy By John Smith, based on the story of Thomas Brown and illustrated by Mary Jones.

In author space on application Mary Jones
U.S.

In author space on card unit Jones, Mary, illus.;
Smith, John, text;
Brown, Thomas, source

On copy Edited by John Smith, Thomas Brown, and John Jones.

On application Thomas Brown
U.S.

On author space on card Brown, Thomas* editor [and three others]

On reverse side of card On copy: Edited by John Smith, Thomas Brown and John Jones.

3. If any one of the author's names is the same as that of the claimant, do not use that name first in the author space on the card unit. Use the name for which a reference card is necessary.

i.e. John Smith claimant and composer
Mary Smith words

on card unit write

Smith, Mary, words; Smith, John, words

4. If the citizenship is given to any name other than that appearing first in the author space, indicate to whom it refers by adding within parentheses the surname.

i.e. Smith, John; composer, Jones, George, words;
Brown, James, arranger
U.S. (Brown)

- B. 1. If there are several authors use a semi-colon between the names.

2. If two names on the author space are responsible for the same part of the work use and instead of a semi-colon between the names.

i.e. Jones, John and Smith, John, words

NOT Jones, John; Smith, John, composers; Brown, John, words

AUTHOR'S NAME AS PART OF TITLE See TITLES J

BACK OF CARD See REVERSE SIDE OF CARD

17. BANKS

- A. Enter national banks designated merely by number or without any special designation under the name of the place.

i.e. First national bank of Washington

- B. ENTER Washington, D.C. First national bank
Enter other banking institutions under the firm, association
or corporate name.

i.e. Union trust co. of Washington, D.C.
Suffolk bank, Boston, Mass.
National city bank, New York City
National city bank, Shanghai, China

BENEVOLENT OR MORAL SOCIETIES, PURELY LOCAL See SOCIETIES

18. BIBLE

- A. Make all Bible entries exactly as they appear on the copy
or as the entry has been established.
B. Make no subject cards under the word Bible.

19. BIOGRAPHY Make a subject card under the name of the person about whom
the book is written.

BOARDS OF TRADE See CHAMBERS OF COMMERCE, STOCK, PRODUCE AND OTHER
EXCHANGES, BOARDS OF TRADE, ETC.

20. BOARDS, TRUSTEES, ETC.

- A. Enter bodies whose legal names begin with such words as
Board, Corporation, Trustees, Committees, etc. under the name
of the institution or body over which they exercise supervision.
i.e. Harvard university. Board of overseers
British museum. Trustees
B. If a board is organized to administer the combined funds
of several bodies it is to be entered under its own name.
i.e. Board of trustees of the Relief and the Red
Cross fund
Associated board of the R.A.M. and the R.M.C.
Associated board of the Royal schools of music
Joint committee on sports of the Y.M.C.A. and the
Y.W.C.A.

BOOKS PREVIOUSLY PUBLISHED AS SERIALS See SERIALS E3

BOOKSELLERS AS AUTHORS See AUCTIONEERS

21. BRACKETS

- A. Any information on the main entry not obtained from the copy
must be enclosed within brackets, with an explanation as to the
source on the reverse side of the card.
No explanation need appear on the reverse side of the card if
the information is taken from the application. It will be generally
understood that all information within brackets was obtained from
the application if there is no explanatory note regarding it.
B. If the title appearing on the copy actually contains brackets,
substitute for the brackets < >.
C. In classes of material where no notice is required put the
entire name of the claimant within brackets, even though the
name may appear in full some place on the copy or some part of
the name may appear on the title page.
i.e. "Tony Smith" appears as claimant on the copy of
unpublished music or unpublished drama and the

claimant's name on the application is "Anthony Smith", make the entry [Smith, Anthony] with no notations regarding the copy.

- D. If the expression "property of _____" appears on unpublished music and the name therein is the same as the name on the application, do not use brackets. If the names differ use the full name within brackets on the card unit.

i.e. On copy "Property of Loews, inc."

Appl. Loew's, inc.

Enter on card Loew's, inc.

On copy Property of Loews, inc.

Appl. John Smith

Enter [Smith, John]

BUSINESS MANAGER See EDITOR IN CHIEF

22. CAPITALIZATION

- A. The capital in indexing serves a definite purpose; that is the emphasizing of a word on the card, which is done to help the searcher grasp their significance more readily. Purpose therefore is the deciding point rather than mere opinion, as to whether a particular word be capitalized
- B. Capitalize the following:
1. Names of persons, personifications, places, societies and other organized bodies and substitutes for proper names.
 2. a. Names of societies and other organized bodies and names of streets, buildings, monuments, etc., all arbitrary fanciful or otherwise purely individual epithets, including such words as have lost their original meaning.
 - i.e. The Alfalfa club The New Deal (Roosevelt admin.)
 - Floral St. Old Glory
 - The Press club bldg. Old Faithful
 - The Unknown soldier's monument
 - Covent Garden (The theatre)
 - The Big Four (The railroad)
 - The Hub (A store)
 - B. 2. b. A common noun or epithet used as a well-known short form of a specific proper name.
 - i.e. The Avenue (Penn. Ave. in Washington
 - 5th Ave. in New York)
 - The Capitol (Washington, D. C.)
 - The Monument (Washington, D. C.)
 - The District (District of Columbia)
 - The Lakes (The Great Lakes)
 - The Pretender
 - The Union
 - The Defender
 - c. The article "the" used as an essential part of a proper name or title, whether used alone or within a sentence.
 - i.e. The Times
 - The Hague
 3. Derivatives of proper names if used with their proper meaning but if used with an acquired meaning they are not capitalized.

- | | | |
|------|-----------------------|------------------------|
| i.e. | Capitalize | Do not capitalize |
| | Roman (Of Rome) | roman (Type (Stripe) |
| | Indian (Of India) | india (Ink) |
| | Venetian (Of Venice) | venetian (Blinds) |
| | Macadam (Family name) | macadam (Roads) |
| | Watt (Family name) | watt (Electrical unit) |
| | Arabic (Of Arabia) | (Gum) arabic |
| | Paris (City) | (Plaster of) paris |
| | Italian (Of Italy) | italicize |
| | Brussels (City) | brussels sprouts |
| | Bermuda (Place) | bermuda onions |
| | Bunsen (Family name) | bunsen (Burner) |
4. The first word of the names of buildings, monuments, hotels, inns, gardens, etc.
i.e. Mayflower hotel
Post-office building
5. a. When a geographic name consists of a distinctive and a generic word, capitalize both.
i.e. Mississippi River
Montgomery County
Roosevelt Dam
- Some such words are: Bay, Camp, Canyon, Cape, Creek, Dam.
- b. When a generic word precedes the geographic name and does not form an integral part of the commonly used form of the name, do not capitalize.
i.e. city of Boston
state of Michigan
Camp Ritchie (Cap. because it forms an integral part of the name)
6. a. Full names of countries, national domains and their principal administrative divisions.
i.e. United States
New York
Japanese Empire
Dominion of Canada
Ontario Province
- b. Names of languages in English (For other languages See Foreign entries)
- B. 6. c. Adjectives denoting race or individual members of a race or people in English
i.e. The English
The French
The German
7. Designations in common use as substitutes for names of places, a definite region, locality or geographic feature.
i.e. The North, The South, The East, The West
The Mid-west
The Eastern Shore
The Orient
The Far East
The Middle Kingdom
La Terre Juane
L'empire do Millieu
8. Names of day, month, holidays, holy periods and ceremonies, etc. in English (See Foreign entries for other languages)

- i.e. Monday, January, Easter, Christmas, The Passover,
Arbor Day, Mother's Day
9. Trade names and brands; but not the common noun following.
i.e. Coca-cola Crab Orchard whiskey
Bon Ami Old Gold cigarettes
10. a. Scientific terms in conformity with accepted scientific
usage. Consult Century dictionary of the U.S. Govt. Printing
Office Style manual, Jan., 1939, p. 147.
b. Astronomical bodies
i.e. The Sun
The Moon
Mercury
Venus
11. Names of historic events, historic epochs, etc.
i.e. Battle of Bunker Hill
The Renaissance
The Fourth of July
The Fourth
12. a. All words denoting the Deity, the Bible and other sacred
works, all faiths and religious bodies.
i.e. God Scripture
The Creator The Gospel
The Almighty Methodist
The Savior Catholic
The Holy Virgin Christian Science Church
Heavenly Father Thee
12. b. The word Heaven when referred to as a place but not as a
state of emotions.
i.e. In Heaven
It made me feel like heaven.
13. Such words (or abbreviations of these words) showing parts
of publications and followed by figures or letters, if used at
the beginning of a phrase or standing alone; not when used as
a part of a sentence. (i.e. Chapter; Number; table; page;
section; figure, etc.)
i.e. Agricultural report of Virginia. Vol. 5
Agricultural report, volume 5.
The agricultural bulletin. No. 3
Extracts from number 3 of the Agricultural bulletin.
14. Personal titles used before a name in English. This includes
titles of honor or distinction immediately preceding the name.
i.e. Dr. Sir Mr. Mrs. Prof.
15. Titles of honor standing instead of a proper name (In English)
i.e. The Queen of England.
The Bishop of Ripon.
16. Affixes of names of persons
i.e. Richard the Lionhearted
Louis le Grand
Frederick the Great
17. a. The first word of every sentence.
b. The second word of every title if the first is an article.
c. Every title occurring on the title page and every title
quoted.

- C. DO NOT CAPITALIZE:
1. The first word after an article, except in the title; never in descriptive matter after the title.
 2. The words - society, university, etc. or their equivalents when used in place of the full name of the body.
 3. Abbreviations for which reputable usage justifies lower case.
i.e. a.m. p.m. no. i.e.
 4. A descriptive term used to denote mere distinction or position and not a particular place.
i.e. north south east west northern
southern eastern western northerly
 5. Seasons of the year.
i.e. spring summer autumn fall winter

CAPITALIZATION - FOREIGN See FOREIGN ENTRIES - CAPITALIZATION

CARTOGRAPHERS See MAPS

CASA EDITRICE See EDIZIONI

23. CATALOGS

- A. 1. If the claimant's name precedes the word Catalog on the title page, do not consider it as a part of the title and omit from the title line.
2. If the possessive of the claimant's name precedes the title or is placed in the title as a part of a sentence use the title as it appears.
- i.e. John Smith & co.
Summer catalog (OMIT CLAIMANT'S NAME)
- John Smith's summer catalog (USE AS IS)
- The John Smith & company catalog (USE AS IS)
- B. If the catalog belongs to a company who is not the claimant, the name of the company owning the catalog should be entered first followed by the type of catalog and then the catalog number within parentheses.
- If the name of the owner of the catalog includes a given name transpose the name so that the surname will appear first on the title line, unless the author and owner of the catalog are the same.
- i.e.
- Claimant: Donnelley and sons co.
Title: Tools, metals, mill supplies catalog no. 66
C. W. Marvedel co.
- Enter: on title space of card unit as follows:
(If owner and author are same)
C. W. Marvedel. co. Tools, metals, mill
supplies
(Catalog no.66)
- (If owner and author are different)
Marvedel, C.W. co. Tools, metals, mill
supplies (Catalog no.66)
- C. The firm to whom the catalog refers is to be considered as

the author unless the contrary is expressly asserted on the copy or on the application.

- D. Never make a reference card under the word Catalog.

24. CATCH WORD REFERENCES

- A. If the title has a word or phrase very likely to remain in the memory of anyone who had seen the title, make a reference under such.

Great care must be taken in making such entries and they must be limited. If references are made for all possible headings which might occur to an inaccurate memory there would be no ~~and~~ to the index and it would soon become a subject index. Therefore these catch word entries must be made only when the first of the title is very general or one very likely to be forgotten and the catch word always remembered.

25. CHAMBERS OF COMMERCE, STOCK, PRODUCE AND OTHER EXCHANGES AND BOARDS OF TRADE

- A. Enter chambers of commerce, stock, produce and other exchanges and boards of trade under the name of the place.

i.e. Boston. Board of trade
Austria. Handels-und gewerbekammer, Vienna
Costa Rica. Camera de comercio
London. Chamber of commerce

The one exception to this is:

The Chamber of commerce of the U.S.A.

26. CHANGE OF NAME

- A. When slight changes frequently occur in a name, establish an entry and make cross reference under all forms not used. After an entry has been established, that form is to be used for all entries whether or not another form is used in subsequent copies.

- B. When family names are written differently by different members of a family, establish spelling adopted by each even though it should appear to separate the works of the members of the same family. i.e. Johnston, John S. (Son's spelling)
Johnson, John S. (Father's spelling)

- C. Enter a person who has changed his name under the latest form unless an earlier one is decidedly better known. Refer always from the form not used to the one selected.

CHANGE OF NAME OF PERIODICAL See PERIODICALS C

CHANGE OF NAME OF SERIALS See SERIALS D

27. CHANGE OF INDEXING AT REQUEST OF CLAIMANT

If a claimant requests a change on the record which cannot be taken care of without a corrective entry, information cards may be made under the names of the author and claimant and under the title quoting his letter.

i.e. Smith, John

I've never loved. E pub 3476897

From claimant's letter of May 3, 1939 "...I wish to make the following change in the name of my song Class E pub 3476897. Change from title

"I've never loved" to the title "My lost love" ..."

CHINESE NAMES See FOREIGN ENTRIES - CHINESE

28. CHURCHES

- A. Enter all churches designated merely by number and the denomination, or without any special designation under the name of the place.

i.e. First Presbyterian church of Boston

enter

Boston, First Presbyterian church

- B. Enter churches with distinctive names under the name as it appears.

i.e. Holy Trinity church of Baltimore

enter as stated.

CITIES - Abbreviations in address See ABBREVIATIONS A

CITIES AFTER WHICH THE NAME OF STATE OR COUNTRY MAY BE OMITTED

See ADDRESS OF CLAIMANTS
APPENDIX II

29. CITIZENSHIP

- A. The citizenship given on the application refers as a general rule to the first name appearing on the author line. To indicate an exception to this rule follow the name of the country within parentheses and surname to which it refers.
i.e. Author: Jones, John, composer; Smith, John, arranger
Citizenship: U.S. (Smith)

See also: AUTHOR SPACE

- B. Use the name of the country of which the author is a citizen, whether it appears in that form on the application or not. If the application gives anything other than the correct form of the name of the country, use the correct form and follow within parentheses the exact manner it appears on the application.

i.e. U.S. (Cleveland)
U.S. (America)
U.S. (Montgomery co.)
U.S. (American)
Gt. Britain (British)
Gt. Britain (English)
Gt. Britain (England)
Gt. Britain (United Kingdom)

- C. Do not use the name of the country when a colony or separate portion (not county or state) is given on the application but use the correct name of the colony or territory given.

i.e. Canada [Use Canada]
India [Use India]

- D. If the citizenship given on the application is for the editor of a work by various authors, continue after the title in the title space with the statement "by various authors."

i.e. Title: The mountain seasons, by various authors.
 Author: Smith, John, editor
 Country of which the author is a citizen: U.S.

- E. When no author is given on the application but one appears on the copy, follow the citizenship with an asterisk and put on the reverse side of the card "No authorship given on application."
- F. If the author is a citizen of a foreign country and domiciled in the United States follow the name of the country with the name of the city (Omitting street address)
 i.e. France (Domiciled in New York City)
- G. On all serial cards add the citizenship after the author's name within parentheses.
 i.e. Jones, John (U.S.)

CITY AS CLAIMANT See GEOGRAPHICAL ENTRIES B

CLAIMANT (ASSIGNEE) See ASSIGNEE AS CLAIMANT ON APPLICATION

CLAIMANT (DECEASED) See EXECUTOR OF AN ESTATE AS CLAIMANT

CLAIMANT REQUESTING CHANGE ON ENTRY See CHANGE OF INDEXING AT REQUEST OF CLAIMANT

CLAIMANT'S NAME AS PART OF TITLE See TITLES J

CLASSICAL NAMES Consult CENTURY DICTIONARY

CLASSIFICATION (Entries under two different classifications) See SERIALS C

CLASSIFIED TELEPHONE DIRECTORIES See DIRECTORIES - TELEPHONE

"CLERK'S DESK" CARDS See PERIODICALS
 See SERIALS

CLUBS, UNIVERSITY See UNIVERSITY AND UNION LEAGUE CLUBS
 See SOCIETIES D

COLLECTIONS OF WORKS See TITLES D3

COLLEGE ALUMNI See ALUMNI ASSOCIATIONS
 See ALUMNI FUNDS, FUND ASSOCIATIONS

30. COLLEGE AND UNIVERSITY INSTITUTIONS

Enter college and university libraries, museums, laboratories, observatories, hospitals, shops and similar institutions under the name of the college or university, unless it has a distinctive name of its own; if it has a distinctive name enter under that name and make a cross reference under the name of the college or university.

i.e.
 Enter thus Harvard university. Library
 Miami university. Students' physics laboratory

Enter thus Hull physiological laboratory of
Chicago university
Peabody museum of American archae-
ology and ethnology of Harvard Univer-
sity

COLLEGE FRATERNITIES See SOCIETIES D

31. COLLEGE OR PROFESSIONAL SCHOOLS OF A UNIVERSITY

Enter the colleges of a British university and the professional schools which form an integral part of an American university under their own names. Make a cross reference under the name of the college or university.

i.e. Sheffield scientific school
Sibley college of mechanical engineering and
mechanic arts
Balliol college
Columbian college

32. COLLEGE OR UNIVERSITY SOCIETIES, LOCAL

Enter local college societies under their own names if it appears so on the copy. Make a cross reference under the name of the college or the university if it is believed it might be called for under that name.

COLLEGES See INSTITUTIONS

COMBINED ORGANIZATIONS See BOARDS, TRUSTEES, JOINT COMMITTEES

33. COMMENTATOR

Enter a commentator as an author only when the commentary of the book is being registered. Make a reference card for the author of the main text with a note that commentary only is being copyrighted.

COMMITTEES See BOARDS, TRUSTEES, COMMITTEES, ETC.

COMPILER See AUTHOR

COMPOSER See AUTHOR

34. COMPOUND NAMES

A. In general enter compound surnames under the first part of the name and refer from the other parts.

i.e. Campbell-Bannerman, Henry
Quiller-Couch, Arthur Thomas

Exception is made in favor of entry under some other part of the name when it is known that the author's own usage or the custom of his country as indicated in the Century dictionary or the Library of Congress catalog distinctly favors entry under that part of the name rather than the first part.

i.e. Fenelon, Francois de Salignac La Mothe-
This exception rarely, if ever, applies to Spanish names.
Portuguese names are more uncertain. Follow the author's pre-
ference if it can be determined, but if not choose the first part
as the entry word.

- B. Not to be confused with compound names are:
1. Names apparently compound but actually the names of two distinct persons.
i.e. Erckmann-Chatrian (Emile Erckmann and Alexandre Chatrian)
 2. Hyphenated names (especially French) in which the first part of the compound is the forename.
i.e. Lassar-Cohn (Cohn, Lassar)
 3. Names in which the middle name is a family name but not a part of the surname.
i.e. John Stuart Mill
John Smith Simpson
 4. Names compounded with a married woman's maiden name and her married name. See also MARRIED WOMEN
- C. Compound firm names are treated as separated words.
i.e. The Smith-Jones manufacturing co.

35. CONTENTS

If the contents consists of six or less titles include all within parentheses after the title and make reference cards for all in addition to the main title card. Refer always to the claimant followed by the main title.

- i.e. Title: Two songs (1. Someone like you.
2. I'm lost)

On title reference cards refer to -

Smith, John
Two songs

For works consisting of more than 1 part See PARTS

CONTINUATIONS See SERIALS

36. CONTRIBUTIONS TO PERIODICALS, NEWSPAPERS, BOOKS, MAPS, ETC.

- A. 1. State in a note within parentheses, following the title the following information; name of publication, date and page.
2. Do not include place of publication in analytical notes except when a newspaper's title does not include the place.
i.e. (In The Sun, Baltimore., July 2, 1939, p.4)
(In The Baltimore Sun, July 2, 1939, p.4)
(In The Evening star, Washington., June 2, 1939, p.2)
(In The Washington post, June 2, 1939, p.2)
3. If the contribution appears in a magazine or section of a newspaper which is published in more than one newspaper give only the name of the magazine or the section and not the name of the newspaper which is received.
i.e. This week
American weekly
Comic weekly
4. Include all analytical notes on all reference cards.

CONTRIBUTIONS TO PERIODICALS ETC. - SERIALS See SERIALS E

37. COPIES

- A. The copy, or deposit, is the source from which the following information must be taken; claimant's name, title, author.

Any additions to or changes in these items on the card must be enclosed within brackets or parentheses (See rules regarding each)

- B. If the claimant's name, title or author's name differs on the main entry from that appearing on the copy, this changed information must appear within brackets. If it is obtained from any source other than the application, it must in addition to appearing within parentheses be preceded by an asterisk referring to a note on the reverse side of the card, which will explain the source.

COPIES - DATE RECEIVED See DATE OF RECEIPT OF COPIES

COPIES - DESCRIPTION ON MAIN CARD See DESCRIPTION OF DEPOSIT

COPIES - MARKING See MARKING OF APPLICATION AND COPIES

CORPORATION (LEGAL NAME BEGINNING WITH WORD CORPORATION) See BOARDS,
TRUSTEES

38. CORRECTIVE ENTRIES

- A. When a corrective entry is received check to see if it has been previously indexed, get all old cards and use if possible, and index as a special to be sent to Record Section separately.
- B. If the new entry corrects a previous entry get all cards of the previous entry and mark "Corrected by _____" at the top of all cards; mark the new entry at the top of the card "Correcting _____"

See also CHANGE OF INDEX CARDS AT REQUEST OF CLAIMANT

COUNTRIES OMITTED IN ADDRESS See APPENDIX II B

COUNTRY AS CLAIMANT See GEOGRAPHIC ENTRIES F

COVER TITLE See TITLES I 5

39. CROSS REFERENCES

- A. There are two types of cross references - General and Specific. A general cross reference is a reference from one name or one title to another, from one title to a claimant or from one series to a claimant. Such references are permanent and mean that all entries under the name referred from will always be found under some other entry, the entry referred to.

i.e. Smith, John, pseud.

See

Johnson, John

The First nighter (A radio serial)

See

Campana sales co.

A specific cross reference is a reference from a name or a title to one particular entry only. There may be other entries under the same name.

i.e. The Pauper's paradise (Alternative title)

See

Smith, John

To have and to hold A 5678910

The name referred to in a specific cross reference must always be followed by the main title and the entry number.

- B. Great care must be taken that too many cross references are not made. Make only those where it is believed that it will help the searcher to locate copyright information.
- C. Shorten titles on cross reference cards but care must be taken that all essential parts are included.
- D. Indicate on the cross reference card the reason the cross reference is made. This may be done by following the heading with a distinguishing word underscored.
i.e. pseud., nick-name, monthly, weekly, radio serial, etc.

For serial and periodical CROSS REFERENCE See SERIALS PERIODICALS

40. DASH

The dash signifies the following: (1) "to and including" i.e. 1876-1886.

(2) Following a number - continuation. i.e. 1900-

(3) To separate items of contents. i.e. Societies - Local

41. DATE OF COPYRIGHT NOTICE

- A. If the notice on the copy is an earlier date than the date of publication on the application, follow the publication date on the card with an asterisk and ^{of date} note the difference on the reverse side of the card.
- B. If the notice on the copy is a later date than the date of publication appearing on the application it is an obvious error and should be returned in the regular manner to the Examining Section.

DATE OF ISSUE ON PERIODICAL AND SERIAL CARDS See PERIODICALS - DATE OF ISSUE

42. DATE OF PREPARATION OF CARDS

All cards, except reference cards, must bear the date and initials of the clerk making the card.

43. DATE OF RECEIPT OF APPLICATION AND AFFIDAVIT

- A. If the application has been received on two different dates indicate this by giving both dates.
i.e. Cops rec'd. Jan. 1 & 14, 1938
- B. If the date of receipt of the affidavit differs from either of the two dates of receipt of application make note of it. If the same date as the last date of receipt of application do not

make a separate notation.

i.e. Appl. rec'd July 13 & 20
Aff. rec'd July 20

DO NOT NOTE

Appl. rec'd July 13 & 20
Aff. rec'd July 13

RECORD ALL THREE
DATES

Appl. rec'd July 13
Aff. rec'd July 20

RECORD BOTH DATES

44. DATE OF RECEIPT OF COPIES

The space on the card for the date of receipt of copies is indicated by " 2 cops. rec'd "; in this space put the date if two copies were received; however if only one copy was received (as is usual in unpublished material) indicate in space 1c followed by date.

i.e. July 1, 1939 [indicates 2 copies were received]
1c July 1, 1939 [indicates 1 copy only received]

DEPOSIT See COPIES

DEPOSIT - DATE OF RECEIPT See DATE OF RECEIPT OF COPIES

DEPOSIT - DESCRIPTION See DESCRIPTION OF DEPOSIT LINE ON CARD UNIT

45. DESCRIPTION OF DEPOSIT

A. In the space provided on the card unit for "Description of deposit" describe briefly the material received.

i.e. Pamphlet Radio script
Painting Adv.
Leaflet Poem
Lecture Photo

B. If the material being indexed is a bound book no description need be put in the space for description of copy. However if paper bound always state paper bd.

C. The following descriptions may be used in AA material.

Booklet: small book, sewed together with cover.

Pamphlet: A few sheets stitched or stapled together; 8 or more pages with or without cover.

Leaflet: 1 or 2 pages, usually on one piece of paper folded.

Sheet: 1 page only

2 sheets

Loose leaf: 1 or more pages punched to fit in loose leaf binder. If the binder is also received state so in this space

i.e. Loose leaf, & binder

Folder: Folded pamphlet; no sewing or binding but larger than a leaflet

D. If entry is composed of more than one piece of material, follow the description with the number of covers or bindings or any other unusual physical feature of the copy.

i.e. Pamphlets (4 covers)
Pamphlets (2 binders)
6 folders
3 parts
Loose leaf binder only

If the description is too long for the space allotted on the card unit, put within parentheses after the title.

- E. Always indicate if a single poem, an advertisement, a chart, a blueprint, etc. are received.
- F. If the copy or application describes the deposit contrary to the actual copy make such a notation in the description space or on the reverse side of the card.
i.e.,
Application reads "A Song" and music only
is received note in description space "Music only".
- G. If the description of an entry in Class C is doubtful describe as "Address".

DIFFERENCES APPEARING ON APPLICATION See BRACKETS
APPLICATION
ADDRESS OF CLAIMANT

46. DIRECTORIES

- A. Enter all directories (City, street, telephone, social, etc.) on serial cards.
- B. Do not make title reference cards for any directories whose titles begin with the words "Directory", "Telephone directory", "Social directory" or the name of a place.
Make title general cross reference cards for all titles beginning with words likely to be searched for.
- C. Make a subject cross reference card under the name of the place for all directories. Follow the name of the place with the kind of directory and within parentheses the exact title.
i.e. Baltimore Telephone directory (Street and address telephone directory of Baltimore, Md.)
- D. Supply the name of the state after the name of the place except after those cities listed in Appendix IIA.

47. DIRECTORIES - TELEPHONE

- A. 1. If the copy contains more than five names of places, use only three names on the card. Make a cross reference subject card for the first name only.
i.e. Philadelphia, Germantown, Avon and 4 others
telephone directory
- B. If either the "date of issue" or the date "corrected to" appear alone on the copy, use the note space on the serial card for this information; if both of these dates appear on the copy use the volume and number space for the "date of issue" and the note space for the "corrected to" date.
- C. If a telephone directory also includes a classified telephone directory (as two separate parts of the book) and both are listed on the application to be registered, use the following position and form for title on serial card:
i.e. When both are for the same place

Telephone directory [and] Classified telephone
directory (Boston and Newton)

When the Classified directory is for only one

of the cities included in the telephone record.

Telephone directory (Boston and Newton) [and]
Classified telephone directory (Boston)

- D. The Bell telephone company of Pennsylvania often issues directories with more than one cover attached, each cover for a different vicinity. Use the inside page as title and within parentheses give names of the cities on the separate covers and state the number of covers. If there are more than three cities name only the first three and the number of others.

i.e.

Title: Bell telephone directory no. 53.
Corrected to Jan. 7, 1938 (Franklin,
Camden, Somerville and 4 others)
(7 separate covers)

- E. Always note if application title differs from the copy on the reverse side of the card.

48. DISSERTATIONS

- A. Enter dissertations under the author, not the institution.
B. The title pages of dissertations generally embody a more or less uniform statement in regard to the faculty or institution before which the thesis is presented and of the degree for which its author is a candidate. It is unnecessary to repeat this statement in full on the card. The essential parts can best be given in a note following the title.
C. In a note following the title, within parentheses, state the name of the institution before which the thesis is presented giving serial identification if there is such.
D. Make a cross reference under the name of the institution only when it is a part of a numbered series of that institution.

DIVISION OF A CORPORATION AS AUTHOR See AUTHOR H

DIVORCED WOMAN'S NAME See MARRIED WOMEN D1

49. "DOING BUSINESS AS", "TRADING AS", "SOLE OWNERS", ETC.

- A. Enter any of the above under the firm name preceded by an asterisk and give full information regarding the form in which it appears on the copy and on the application on the reverse side of the card.
B. Make a cross reference under the name of the sole owner, etc., with full explanation.
i.e. On entry *Plymouth iron works
On reverse side of card *John Smith, doing business
as the Plymouth iron works
On cross reference card
Smith, John, doing business as The Plymouth
iron works

See

Plymouth iron works

- C. If the sole owner and the author are the same do not make an author card.

- A. If the number of acts and scenes appear on the title page or on the cover title consider them as part of the title. If they do not appear on the copy and do appear on the application include within parentheses after the title. Do not search through the text for this information.
- B.
 1. If the entry is of a musical character as indicated by the description (i.e. A musical comedy or A musical play, etc.), use the term "Text" at the end of the title to indicate that the text only is entered and that it is not accompanied with the music. For this material do not make cards under composers' names.
 2. For Dramatico-musical both the text and the music score are entered and cards should be made for text author and composer.
 3. If only vocal score is entered make a note accordingly. If both libretto and music score are given it is not necessary to make a note at the end.
- C. If the entry is under a general title, followed by a subtitle, make one permanent cross reference under the general title stating within parentheses that entries have various subtitles.

i.e. Character in business (A radio broadcast)
(Various sub-titles)

Sec

Shayon, Robert Lewis

D. Drama sub-title references in serials must refer to the serial general title, including date and number.

i.e.

The Bone key. (And solution of last week's mystery)

Maley, Bob, drama and solution

See

Crosley radio corp.

Kenrad unsolved mysteries. No. 5, Aug. 29, 1938
D unpub 15432

DRAMATICO - MUSICAL See DRAMA B2

DRAMATIZATION OF A WORK See TITLES G

DRAWINGS See ART, WORK OF

DUTCH - MARRIED WOMEN'S NAMES See FOREIGN ENTRIES - MARRIED WOMEN

ECCLESIASTICAL ENTRIES See RELIGIOUS ENTRIES

A. Consider the statement specifying the edition as part of the title; it is to be given in the language of the book and in the

order of the title page.

EXCEPTION: If the edition precedes the sub-title on the title page transfer the information to notes following the title.

- B. 1. If new editions are numbered or if the work is republished periodically use a serial card and omit all new matter and next previous edition, etc.
- 2. Great care should be taken that it rightfully can be put on a serial card. If there is any doubt put on an individual entry card.
- 3. Supplements to main serials may be entered on serial cards.
- C. In case of new editions or re-issues, add within parentheses the new matter and date of registration and number of the next previous edition.
i.e. (New matter: new illustrations; next previous edition, May, 1936, A 2563147)
- D. Edition numbers must always appear on all reference cards. When edition number appears on reference cards new matter may be omitted.
- E. In the author space enter a revision under the name of the original author unless the application author is under the name of the Revisor, in which case use the Revisor's name first in the author space. Make reference card under the original author's name.

52. EDITOR IN CHIEF

- A. In cases where the notice on the copy reads "Copyright John Smith, Business manager or "Copyright John Smith, Editor in chief", and does not include either the name of the publisher or the name of the publication, enter as it appears but make a cross reference under the name of the publication, the publisher and (or) the institution. Such wording in a notice often occurs in the notices of college annuals.
- B. If the notice reads "Copyright Business manager" or "Copyright Editor in chief", enter under the name of the publication followed by Business manager or Editor in chief with proper notation regarding form on copy on reverse side of card.

53. EDITORS, COMPILERS, ETC.

Do not make reference cards for editors, compilers, etc. unless the citizenship is given to them on the application. Do not omit the editors' names from the author space on the card unit.

54. EDIZIONI, CASA, EDITRICE, EDITIONS, FOLGAS, EDITION, VERLAG, SOCIETE, MUSIKALISKA, MUSIKFÖRLAGET, ETC.

- A. It is clear that the use of the above foreign words is chiefly descriptive, and that they are added or dropped at will. Where it is sufficiently established that any form of the name given is customarily used, that form should be adopted and cross references made to take care of the ensuing variances.
- B. Transpose all names containing any of the above if they contain a given personal name; if they contain only a surname, do not transpose.
i.e. Edition Meisel
Meisel, John editions

CONSULT APPENDIX - ESTABLISHED ENTRIES

55. EMPLOYER FOR HIRE

- A. When the copy does or does not give an author always state first the name of the employer for hire followed by the employee. If the employee's name appears on the copy as sole author do not include that within brackets.
i.e. Smith manufacturing co., employer for hire
of John Jones
- B. Do not transpose the employee's name in author space on card unit.
- C. Follow the individual's name on all reference cards with "employee for hire" but the employer's name need not follow.
- D. If the employer's name is the same as that of the claimant do not make reference card under that name. If the employer's name is different from the claimant's name make a reference card under the employer's name followed by "employer for hire of _____"

ENDORSEMENTS OF PRODUCTS See ADVERTISEMENTS B1

56. ENDOWMENTS AND SPECIAL FUNDS

- A. Enter foundations, endowments and funds under the names as they appear on the copy.
i.e. Egypt exploration fund
- B. Endowments and special funds of institutions are entered under the name as it appears on the copy with a cross reference from the institution.
i.e. Harris memorial trust
Make a cross reference under Michigan university

57. ENGRAVINGS

- A. Enter engravings under the engraver as author.
- B. If the engravings are reproductions of the work of another artist, the entry is to be made under the engraver with a reference under the original artist.

58. EPITHETS, ETC.

When a forename or a surname without a forename is used as an entry heading, add any title or epithet that is known to distinguish it from other entries of the same name.
i.e. John, Saint
Brown, the peoples friend

59. ERRORS ON APPLICATION

If an error occurs on the application and it ~~has~~ been accepted by the Examining Section, make a note on the reverse side of the card just how it appears on the application and that it is an obvious error.

See also PERIODICALS

60. ERRORS ON COPY

- A. If there is authoritative reason to believe that the information on the copy is incorrect enter correctly on the card with an explanatory notation on the reverse side of the card.
- B. If it is certain that the error is merely typographical or

unintentional misspelling use correctly on the card with no notation on the reverse side of the card.

61. ESTABLISHED ENTRY

- A. The form of a name once established is used without variation whenever it occurs as a heading of a card, whether as author, claimant, joint author or subject.
- B. If the full name of a claimant or an author is known but not given on the copy, use the full name enclosed within brackets, which indicate the information has been obtained from the application or from some other source than the copy. Precede the name with an asterisk on the main entry and explain on the reverse side of the card from where the full name was obtained. If obtained from previous entries state only "Established entry".
- C. If entries have been made under the initials or part of a name and subsequent copies or applications furnish the full name change the previous entries (if they do not exceed fifteen) to the full name with the part now furnished within brackets and a proper notation on the reverse side of the card.
If there are fifteen or more entries under the incomplete name, consider the first entry as the established entry and make the cross reference from the full name.
- D. If entries have been made under the full name and subsequent copies omit the full name, make the new entries as the previous entries have been made, bracketing the part not appearing on the copy and making notation on the reverse side of the main entry card. (i.e. "Established entry used")
- E. If an author or a claimant is known by more than one name establish one entry and refer from the form not adopted.
- F. After a heading has been established for a corporate body, that form is used for all entries whether or not another form is used on subsequent copies.

See also EDIZIONI

ESTABLISHED ENTRY See also CHANGE IN NAME
APPENDIX III

ESTATE AS CLAIMANT See EXECUTOR OF ESTATE AS CLAIMANT

ET CETERA See OMISSIONS

EXCHANGES See CHAMBERS OF COMMERCE, STOCK, PRODUCE, AND OTHER
EXCHANGES AND BOARDS OF TRADE

62. EXECUTOR OF ESTATE AS CLAIMANT

- A. If the claimant appearing on the copy is deceased and the application claimant is in the name of the executor of the estate, use the name of the estate with asterisk and notation on the reverse side of the card as it appears on the application and on the copy. Make a cross reference under the name of the executor.
i.e. Copy claimant: Handy, William Adam
Appl. claimant: Mrs. Henrietta Ruxtan, executrix
of the estate of William A. Handy

Enter: *Handy, William Adam [Estate of]

On back of card: *Appl. claimant: Mrs. Henrietta

Ruxtan, executrix of the estate
of William Adam Handy

EXPLANATORY WORDS FOLLOWING THE NAME OF CLAIMANT OR AUTHOR See *ITALICS*

FINE ARTS See ART, WORK OF

63. FIRMS, BUSINESS CORPORATIONS, ETC.

- A. Enter firm names under surnames rather than forenames, giving forenames or initials according to the usage of the firm.
i.e. The John W. Smith co.
- Enter: Smith, John W. co.
- B. Always use two spaces between the last word of the name and the word company, corporation, incorporated, etc.
i.e. Smith, John W. co.
- C. When two personal names form a firm name never invert the second name.
i.e. Bote, Ed and G. Bock, g.m.b.h.
- D. Do not treat as joint authors or joint claimants two or more names constituting a firm name and do not make reference cards for any such names.
- E. Firm names beginning with the word Brothers (in any language) should be transposed whether the forename appears or not.
i.e. Gebr. Richters verlagsanstalt

enter: Richters, Begr. verlagsanstalt

FOREIGN ACCENTS See ACCENTS

FOREIGN ARTICLES See FOREIGN ENTRIES - CAPITALIZATION B
APPENDIX to RULES FOR FILING INDEX CARDS

FOREIGN CITIES See ADDRESS OF CLAIMANT B2
APPENDIX II

FOREIGN ENTRIES For matters not taken care of in this Manual Consult
G.P.O. Style manual
G.P.O. Manual of foreign languages

64. FOREIGN ENTRIES

- A. Do not make an addition to a foreign title in English. However, a description may be added in the notes following the title within parentheses in English.
- B. 1. Prefixes in foreign names when inverted should be capitalized.
i.e. Alcide d'Orbigny
enter: D'Orbigny, Alcide
2. The following articles in foreign languages are never capitalized even when they stand at the beginning of an entry:
"al" - Persian, Turkish, etc.
"ha" or "he" - Hebrew
3. Capitalize the months of the year in English and German but not other foreign languages.
- C. If the date of issue and publication date of a foreign periodical are the same, head the column on the card marked "Publication date" to read "Issue and publication". If these

dates differ note in the column headed notes the date of issue and head the column in that way.

65. FOREIGN ENTRIES (LANGUAGE DIFFERENCES)

A. Chinese

1. Enter as a rule under the family name, (if it is certain) separated by a comma from the given names. The two given names are hyphenated and the first only is capitalized. If it is not certain do not invert.
i.e. Wang, An-shih
Li, Shao-keng
2. On title pages of western publications Chinese names sometimes occur in the normal Chinese order (family name followed by given names) and sometimes in the western order. It is therefore difficult to know which is the family name. If there is any doubt as to which part of the name is the family name, refer from the part not used.
i.e. On copy Feng, Han-yi
It is believed that Fêng is probably the surname but it is not definitely established, therefore cross reference from Han, Yi Fêng.

B. Dutch

1. The Dutch custom is to use a hyphenated compound in which the husband's name is followed by the wife's maiden name. Treat such a combination of names as a compound name and cross reference from the part not used.
i.e. Jo van Ammers-Kuler
enter Ammers-Kuler, Jo van

C. Hindu

1. Enter under the family name as a rule; in different parts of India the family name occurs in different positions in the name. Establish the name on its own merit or with the aid of the Century dictionary of names.
2. "Bhagwan", "Shree" and "Swami" are titles but often written with the name in a manner that it appears like part of the name.
i.e. Shree Purohit Swami write Purohit, Swami
Bhagwan Shree Patanjali write Patanjali, Bhagwan

D. Hungarian

1. Use the inverted form according to Hungarian custom. Care must be taken that a title is not confused with a forename. It is difficult at times to distinguish the title and the forename.
i.e. copy Herceg. Lajos Windisch-Graetz
or Lajos Windsh-Graetz herceg.
write
Windisch-Graetz, Lajos, herceg.

copy Körösi Csoma Sándor
write

Csoma, Sándor, körösi

2. Hungarian married women add the enclitic né to the husband's name. If the husband's forename is used it takes the ending, if not, the ending is added to the surname.
i.e. 1 2 3 4 (Used this way when
Magyary Zoltanne Techert Margit (husband's name is
used)
1. Husband's surname 2. Husband's forename
3. Wife's maiden name 4. Wife's forename

Magyaryné, Margit Techert (Used this way when husband's forename is not used)
1 4 3

Kosáryné Rez Lola
enter Kosaryné, Lola Rez

E. Italian

The compound form is frequently found in Italian names, the wife's name sometimes preceding and sometimes following the husband's name. In general enter under the last name, using the compound form only when it is used consistently by the author, or when it is impossible to distinguish between the maiden name or the married name.

i.e. Erminia Fuafusinoto
write Fusinoto, Erminia Fuaf

F. Japanese

1. Enter under the family name.
2. Due to the complexity of Japanese names it is impossible to apply such a simple rule as the above without many exceptions; for Copyright Offices an entry may be established on the merits of the name as it appears and this established entry maintained consistently.

G. Polish

1. Women's names, both married and single, retain the feminine ending. Polish ej and ieg are case endings and are omitted in the author's name.

H. Portuguese

1. The usage in Portuguese names is less consistent than in Spanish, but in general the same rules apply to both.

i.e.
copy Carolina Michaélis de Vasconcellos
1 2
1. Maiden name 2. Husband's name

enter Michaélis de Vasconcellos, Carolina
Make cross reference always from the name not chosen as the main entry.

I. Russian

1. If the author's or claimant's names appear in Russian characters only on the copy, obtain transliteration and enter under the transliteration followed by the translation. Make proper cross references and notations.
2. Russian women, both married and single, retain the feminine ending.

- J. 1. In Spanish names it is customary usage for a woman to add to her own surname the surname of her husband, connecting the two by the preposition de. Ordinarily the part of each surname which represents the mother's name is dropped, but it is sometimes retained if the mother's name is a particularly distinguished one, or as a means of identification if the father's name is a very common one. Enter according to the rule for compound names if the mother's name is retained for either of the above reasons.

i.e.

Mother's name not retained Clotilde Crespo de Arvelo

entered Crespo de Arvelo, Clotilde

Antonio Crespo - Father's name
Rufina Perez de Crespo - Mother's name
Clotilde Crespo y Perez - Maiden name
Enrique Arvelo - Husband's name

Mother's name is retained Delfina Molina y Vedia de Bastianini
entered Molina y Vedia de Bastianini, Delfina

Octavio T. Molina - Father's name
Manuela Vedia de Molina - Mother's name
Delfina Molina y Vedia - Maiden name
René Bastianini - Husband's name

In both cases make cross references for the surnames not chosen
as the entry name.

i.e. Cross reference from Arvelo, Clotilde Crespo de
Bastianini, Delfina Molina y
Vedia, de Bastianini, Delfina
Molina

FOREIGN ENTRIES - TERMS USED See APPENDIX IV B

FOREIGN ENTRIES - MONTHS OF THE YEAR See APPENDIX IV A

FOREIGN TITLES BEGINNING WITH NUMERALS See NUMERALS

FORENAMES, CHANGE IN See ESTABLISHED ENTRIES

FORENAMES, DIMINUTIVE OR VARIED See PSEUDONYMS, NICKNAMES, DIMINUTIVE
AND VARIED FORMS

FORENAMES - FIRM NAMES BEGINNING WITH See FIRM NAMES, BUSINESS CORPORA-
66. FORENAMES - UNUSED TIONS, ETC.

Unused forenames, middle as well as first names, are as a
general rule to be omitted in the author and claimant headings.
Do not search for full names.

FOUNDATIONS See INSTITUTIONS

FUNDS, SPECIAL See ENDOWMENTS AND SPECIAL FUNDS

67. GAMES

When the title on the copy does not begin with the name of the
game, transpose and follow within parentheses the exact title of
the game as it appears on the copy.

i.e. Copy title: How to play the game of Swing it.

~~ENTER~~ Swing it. (How to play the game of Swing
it)
Copy title: The game of Auto-bridge.

~~ENTER~~ Auto-bridge. (The Game of auto-bridge)

Do not make reference cards for exact title if they begin with
"How to play", "The game of", "Rules for", etc.

68. GEOGRAPHICAL ENTRIES

- A. 1. Enter under the names of countries, states, cities, towns, etc., official publications issued by them or under their auspices. The names of the departments, bureaus, etc., from which the publications emanate are to be given as sub-headings.
i.e. United States. Department of agriculture
Chicago. Chamber of commerce
2. The name of the geographical locality is to be followed by a period, and followed by the department bureau, etc.
i.e. Maryland. State historical association
- B. The following classes of geographic divisions are entered under the name of the place, followed by the name of the country, except those of the United States and those well known foreign cities listed in Appendix IIB.
1. City, town, borough, commune, etc.
 2. County, arrondissement, etc.
 3. State, province, department, etc.
- C. Entries under the name of a city:
1. Follow the name of a city, town, etc., by its state (the largest and well known cities need not be followed by state; for list of such cities See APPENDIX IIA)
 2. Associations, institutions, etc., beginning with the name of a city and those supported by a city should be entered under the name of the city.
i.e. The University of Chicago
Enter Chicago. University
 3. In case of a city in any state bearing the same name as the state, distinguish one from the other by following the name of the city with the word "city" within parentheses. If the word city is an integral part of the city's name do not use parentheses.
i.e.
New York (City) [If the name reads New York, N.Y.]
New York. City [If the name reads City of New York]
New York city [If the name reads New York City]
- D. Entries under the name of a county
1. The name of a county is always followed by the word county and then the name of the state. Always capitalize the word County when it follows a name.
i.e. Washington County, Ohio
Washington County, Vermont
- E. Entries under the name of a state
- 1.A. Enter all state institutions and societies maintained by the state government under the name of the state.
 - B. Enter all state societies generally found in all states whether maintained and controlled by the state or not under the name of the state (Medical, agricultural, historical, etc.)
 2. All state institutions and societies with specific names other than those beginning with the name of the state, the words association, bureau, etc., should be entered as they appear on the copy.
i.e. Automobile association of Maryland
Iron and steel association of Ohio
 3. State chapters or branches of a national organization are entered under the name of the organization, followed by the name of the chapter or branch.
i.e. The Ohio chapter of the American automobile assn.
Enter: American automobile assn. Ohio chapter

- 4.A. If the claimant is an individual, and it is believed that the ownership is claimed only as an official of the government he represents entry should be made under the name of the state, with a cross reference from the individual's name.
- B. Make an information card under the name of the state thus:
 - "Notices appear under individual names, entries made under the name of the state." (This to be filed in Main Index)
 - "Notices appear under individual names, entries made under the name of the state. The following individual names have appeared on notices for this publication:
 - Jones, John, Secretary of State
 - Smith, John, Reporter for the Court (This card to be filed on clerk's desk)
5. If the notice reads "State of _____" or "Commonwealth of _____" transpose to read as follows:
 - Ohio. State [When notice reads State of Ohio]
 - Pennsylvania. Commonwealth [When notice reads Commonwealth of Pennsylvania]
6. State departments beginning with the name of the state and using the word state in the name should be written as follows:
 - New York. State department of mental hygiene (When copy reads New York state department of mental hygiene)
 - or, New York. Department of mental hygiene (When copy reads Department of mental hygiene of the state of New York)
- F. Entries under the name of a country.
 1. Governments of any country are to be considered as authors of all their publications.
 2. In the entry of government publications, use for a sub-heading the name of the office rather than the title of the officer.
 - i.e. United States. Bureau of education
 - NOT
 - United States. Commissioner of education
 3. Enter government bureaus or offices subordinate to a department directly under the country, not as sub-headings under the department.
 - i.e. United States. Bureau of insular affairs
 - NOT
 - United States. War department. Bureau of insular affairs
 4. Minor divisions and offices are, however, subordinate to the bureaus or departments of which they form a part.
 - i.e. United States. Library of Congress. Division of documents
 - United States. Department of Agriculture. Division of botany
- G. The following types of entries, other than governmental controlled organizations are entered under the geographical heading:
 1. Banks (When designated by number only or no special designation made) See BANKS A
 2. Chambers of commerce, Boards of trade, etc. See CHAMBERS OF COMMERCE
 3. Churches (When designated merely by number of a denomination and no special designation) See CHURCHES A

GERMAN MARRIED WOMEN NAMES See FOREIGN ENTRIES

GOVERNMENT ENTRIES See GEOGRAPHICAL ENTRIES

HEBREW NAMES CONSULT ALA WORKING DRAFT OF CATALOG CODE REVISION
See also TRANSLATION AND TRANSLITERATION

HINDU NAMES See FOREIGN ENTRIES

69. HOTELS

Enter hotels whose legal names begin with the word Hotel under that word and cross reference from the other name.
i.e. Hotel Waldorf Astoria

With cross reference from Waldorf Astoria

HUNGARIAN NAMES See FOREIGN ENTRIES

HYPHENATED NAMES See COMPOUND NAMES

70. ILLUSTRATOR

- A. When the illustrations of a book form the subject of copyright material, consider both the author of the text and the illustrator as authors, placing the name given the citizenship on the application card first in the author space on the card unit.
- B. If the author of the text is omitted on the copy and it is a well known work, the name of the author of the text should be added within brackets in the author space on the card unit.
- C. Do not make a reference card for the illustrator unless the illustrations are claimed as a part of the copyright or given on the application.
See also ART, WORK OF

INDIAN (PERTAINING TO INDIA) NAMES See FOREIGN ENTRIES

71. INITIALS

- A. Do not use initials in a name where the full name is given or known.
- B. If initials only appear after claimant or author names on copy and full names appear on the application use the full name with that part supplied by the application within brackets.
i.e. Jones, W[illiam] J[ohn]
- C. If the copy and the application claimants have only the initials and the author space on the application has a full name and it is reasonably certain that they are the same person, use the full name in the claimant space on the card unit within brackets and preceded by an asterisk and an explanation on the reverse side of the card that the full name was taken from the author space on the application.
- D. When only the initials of a claimant or an author appear on the copy or the application and no established entry has been made, omit the period following the initials and allow ten spaces after each initial so that if the full name is obtained later it can be added without erasing or making a new card.

i.e.

Smith, J
Smith, J

E composer
William, composer

This rule does not apply to initials used in a firm name.

i.e.

Dutton, E.P. and co.

Lippincott, J.B. co.

- E. Entries in which initials, asterisks, or other typographical devices not identified, are used in place of the claimant's or author's name, make the entry just as they appear. If the entry is initials make an author entry under both the first and last letters.

i.e. Title: "The first battle by G.A."

(1) A., G.

The first battle

(2) G.A.

The first battle

72. INITIALISMS

- A. Enter societies or firms using initialisms as their name under the form authorized by the society with a cross reference from the full name.

- B. When the full name appears on the copy or the application together with the initialism enter as it appears on the copy or as the entry has been established.

i.e. SECA (Ste des éditeurs et compositeurs associés)
with cross reference from Société des éditeurs
et compositeurs associés

STEN

with cross reference from Societa tipografico-
editrice nazionale

- C. When initialisms take the form of symbols, periods and spaces between the letters are omitted.

i.e. AAA RKO STECA
TVA RCA STEN

73. INSTITUTIONS

- A. Enter any institution of the United States or the British Empire whose name begins with a proper noun or adjective including the names of places, under the first word of its name. This rule includes memorials, foundations, libraries, museums, etc. Make a cross reference from the surname or part under which it might be searched.

i.e. Enoch Pratt free library (With cross reference
from Pratt, Enoch)

George Washington University

Museum of fine arts, Boston (With cross reference
from Boston. Museum of fine
arts)

- B. This does not apply to firm names or corporations even though the founder may be deceased or the full name known.

i.e. Garfinkle, Julius co.

Wanamaker, John, New York

INSTITUTIONS - SPECIAL FUNDS See ENDOWMENTS AND SPECIAL FUNDS

INSTRUMENTATION See MUSIC

74. INTERIM (AMERICAN EDITION)

After the title of an American edition of an ad interim entry put within parentheses the following:

(Amer. ed. of ad int. registration of
* * *) * These spaces for date
and ad interim number.

INTERNATIONAL SOCIETIES See SOCIETIES A

ITALIAN NAMES See FOREIGN ENTRIES

75. ITALICS

- A. Underlining is used to indicate italics.
- B. Italicize explanatory words or phrases following the claimant's or author's name.
- | | | | | |
|------|-----------------|--------------|---------------|--------------------------|
| i.e. | <u>editor</u> | <u>jr.</u> | <u>Rev.</u> | <u>employer for hire</u> |
| | <u>compiler</u> | <u>sr.</u> | <u>sister</u> | <u>sole owner</u> |
| | <u>composer</u> | <u>elder</u> | <u>Capt.</u> | <u>joint author</u> |
- C. Italicize titles of honor and similar distinguishing words after a name but never within a title.
- i.e. Dr. Smith
but not in title as The life of Dr. Smith
- D. Italicize "In" and "In his", etc., when used in analytical notes after the title.

JAPANESE NAMES See FOREIGN ENTRIES

76. JOINT AUTHOR AND JOINT CLAIMANT

- A. 1. Enter a work owned jointly or written jointly by two persons under the name of the one first mentioned on the copy, followed by the name of the second. When there are more than two authors use the first name followed by the phrase "and others!" Make reference cards for the first two authors but not for more. Make reference cards for all claimants and always include all claimant names on card.
- i.e.
- claimant: Smith, John; Jones; Thomas; Brown, Robert
- author: Smith, John; Jones, Thomas
- Smith, John; and others
2. If the explanatory matter after two or more names of authors applies to all use the word "and" between the names and not a semi-colon.
- i.e.
- Jones, John: Smith, John [Meaning that the two jointly wrote the entry]
- Jones, John and Smith, John, composers; Brown, Mary, words [Meaning Jones and Smith composed music]
- Jones, John, composer; Smith, John, words; Brown, Mary, arranger [Meaning that each was responsible for a certain part]
- B. When two personal names for the name of a firm or a corporation do not consider them as joint claimants or joint authors. Transpose the first name only and do not make reference cards under

more than the first name.

i.e. Ed Bote and G. Bock, g.m.b.h.

write Bote, Ed and G. Bock, g.m.b.h.

John Smith and John Jones, inc.

write Smith, John and John Jones, inc.

C. Distinguish between joint authors and separate works published together. Analytical card should be made for the second title of separate works.

i.e. (1) Carlyle and Emerson

Correspondence

Joint authors of 1 work

(2) Goldsmith and Johnson

The Vicar of Wakefield and Rasselas.

2 separate works

Reference card for second title should read:

Johnson, [Samuel]

Rasselas (Bound in The Vicar of Wakefield by Goldsmith)

E. When two names with the same surname appear as joint claimants or joint authors the surname must be repeated.

i.e. On copy By John and Mary Smith

Write on card Smith, John; Smith, Mary

JOINT AUTHORS WRITING UNDER ONE PSEUDONYM See PSEUDONYMS A 2

JOINT CLAIMANT (ADDRESS) See ADDRESS OF CLAIMANT D

JOINT COMMITTEES BOARDS, ETC. See BOARDS, TRUSTEES, COMMITTEES

77. JUNIOR AND SENIOR

A. Always use in the heading to distinguish one from the other.

B. Underscore to indicate italics.

LECTURES, SERMONS, ADDRESSES, RADIO SCRIPT, ETC.

For description of doubtful material in Class "C" See DESCRIPTION OF DEPOSIT F

LIBRARIES See INSTITUTIONS

LIBRARIES, LABORATORIES, MUSEUMS, ETC. (COLLEGE AND UNIVERSITY) See COLLEGE AND UNIVERSITY INSTITUTIONS

LIBRETTO See DRAMA

LOCAL BRANCHES OF AFFILIATED SOCIETIES See SOCIETIES

LOCAL COLLEGE OR UNIVERSITY SOCIETIES See COLLEGE AND UNIVERSITY SOCIETIES

M USED AS A RELIGIOUS DESIGNATION See ABBREVIATIONS C

MAIDEN NAMES See MARRIED WOMEN'S NAMES

78. MAPS

- A. If the actual cartographer does not appear on the copy or on the application put the name of the publisher in the author space and make the usual author reference card under the publisher's name with the word publisher following, italicized.
- B. Maps in books, periodicals, atlases, insets in other maps, etc., when copyrighted separately require the same items as separate maps, with analytical notes following title.
i.e. Map of Ohio. (In An Atlas of the United States by John Smith, p. 45)
Map of Cincinnati. (Inset Map of Ohio by Rand McNally)
- C. Maps require subject reference cards for geographical divisions such as names of country, state, city, etc., followed by the word Map.
i.e.
Ohio. Map
United States. Map
- D. Supply the name of the state after a name of a city or county on all reference cards, except for those cities listed in Appendix 2, but never in the title on the main card.
- E. Titles for AAA official road maps should be transposed to read:
1. Name of place 2. (AAA official road map)
If the title begins with any word that might be looked for by the searcher, make notations on reverse side of card regarding the exact title and make a reference card under such word.
- F. If a map has a different title from that on back of folder, use the title on the actual map with description or analytical notes following.
- G. The author of the map is the cartographer unless otherwise stated, therefore, there is no need to put that distinction after his name in the author space. If, however, the author is an editor, publisher, compiler, etc., distinguish by following the name with description.
- H. Always include the number of sheets if there are more than one.
- I. Begin all map titles with the name of the place followed within parentheses with the exact title as it appears on the copy. Make straight title cards for only those titles which begin with some word other than "Map of" or the place.
i.e. Map of Columbus, Ohio
Enter on card unit title space -
Columbus, Ohio (Map of Columbus Ohio)
Automobile map of Columbus.
Enter on card unit author space -
Columbus (Automobile map of Columbus) also
make straight title card under Automobile
- J. If the size is given on the copy or application include it on index card.

MAPS - OVERSIZE See OVERSIZE MATERIAL

79. MARRIED WOMEN

- A. Enter a married woman under her latest name unless she has consistently written under an earlier one (either her maiden name

or the name of a former husband). In either case refer from the name not selected to the established name.

- B. When a woman uses her husband's forenames or initials in place of her own on the copy and uses her own name on the application, use her own name with a cross reference from the masculine form and annotate on the reverse side of the card regarding the way it appeared in the notice on the copy.

i.e. Copy Mrs. John Smith
Appl. Mary Smith

Enter *Smith, Mary [with information on back of
card re notice on copy]
[with cross reference under
Smith, John, Mrs.]

- C. If the copy gives a woman's maiden name and the application gives full married name continue to use the maiden name if it has been established in that way. If it is a new entry use the full legal name as given on the application and bracket the added part, making a notation on the reverse side of card how it was given on the copy.

i.e. Copy notice Mary Smith
App. claimant Mary Smith Jones

enter *Jones, Mary Smith [with proper
notations on back of card
and cross reference from
Smith, Mary]

- D. When a divorced woman resumes her maiden name enter under the maiden name and if she has written under the married name make an information card indicating the former name.

i.e. Cole, Luella Winifred

formerly

Pressey, Luella Winifred Cole

- E. Enter a woman who re-marries but continues to write or is best known under the name of a former husband or her maiden name, under the established entry. Make cross references from the other names.
- F. Compound names consisting of a combination of the surnames of husband and wife are frequently found on title pages of books by married women. As a general rule these are not treated as compound names, but are entered according to the general rules for married women. However, exceptions are sometimes made, especially in the case of foreign names if custom favors entry under the compound form. In all cases cross reference from the parts not chosen as the entry word.

See also FOREIGN ENTRIES

MARY (ABBREVIATION M.) IN PURELY RELIGIOUS NAMES See ABBREVIATIONS

MASONIC ORGANIZATIONS See SOCIETIES D2

MEMORIALS See INSTITUTIONS

MODELS OR DESIGNS FOR WORK OF ART See ART, WORK OF

80. MODIFIED VOWELS

In headings write the modified vowels a o u in whatever language they may occur according to the usage on the copy but arrange as ae oe ue, etc.

MONTHS OF THE YEAR - ABBREVIATIONS See APPENDIX I c1

MONTHS OF THE YEAR - FOREIGN FORMS See APPENDIX IV A

81. MOTION PICTURES

- A. All information to be put on index cards will be taken from the description received.
- B. Reference cards will be made for author, title, source author, source title and adapter.
- C. Do not make reference cards for author of screen play, continuity, or dialogue.
- D. Always give the number of reels if given in the description or on the application.
- E. Usually the motion picture company is considered as the author, followed by the author of the original story, author of the screen play, author of continuity, author of dialogues, source author and adapter. The term original story does not necessarily mean source author unless it reads "Based on the original story by _____" or "After an original story by _____".
- F. When indexing has been completed mark on attached envelope your initials, date and time indexed in the space provided for this information.

MUSEUMS See INSTITUTIONS

MUSEUMS OF COLLEGES AND UNIVERSITIES See COLLEGE AND UNIVERSITY
INSTITUTIONS

82. MUSIC

- A. Enter information in the title space on card unit in the following sequence:
 - 1. Title 2. Translation within parentheses 3. Opus number within parentheses 4. Description within parentheses 5. Source within parentheses 6. Instrumentation within parentheses
 - 7. Series title and number within parentheses 8. Edition
 - 9. New matter within parentheses 10. Combined entries and numbers within parentheses.
- B. If the cover title, title page or first page of the music indicates more than one number, choose the best identifying series number and omit all other numbers.

 If no other number than a number usually known as the Printer's number, appears place this number within parentheses in the usual series place after the title.
- C. Music issued in book form generally has a title page and all general directions for indexing may be followed. If it is published in sheets it often has what may be termed a collective title page; i.e. the page filled above the imprint with several titles by different composers, or with several titles by one composer. The publisher in order to identify the particular piece underscores or checks its title on this page. Such titles as a rule are too short for indexing purposes and the cover title

- or the caption title should be used with a note to that effect.
- D. Titles of music indicating only a part of a production or a composition should be entered on all cards under the name of the production, followed by the particular part within parentheses. In cases of this kind no notation need be made on the reverse side of the card and no straight title card need be made. Some such parts of a production are Finale, Main title, End title, Fanfare, Montage, Selections, Opening Chorus, Chorus, etc.)
i.e.
Copy Opening chorus of I married an Angel
Enter I married an Angel (Opening chorus)

Copy Finale to the Toy wife
Enter The Toy wife (Finale)
- E. In title space on card unit substitute comma for curves in unpublished music; otherwise follow copy.
- F. Music published without individual identifying titles, but designating the class of musical work (i.e. waltz, dance, march, etc.) without any differentiating words only identifiable by the name of the composer need no title cards. Author reference cards only need be used.
For a list of such titles see APPENDIX V
- G. 1. All reference cards as well as the main card unit must contain the instrumentation, arrangement, etc.
2. If the instrumentation does not appear on the copy but does on the application, it should be supplied within parentheses following the title.
3. Do not indicate the key unless the copy or application states it.
4. It is understood that "Vocal score" or "Song" or the words "Words and music" following the author's names means with piano accompaniment; unless otherwise stated.
"Pianoforte score designates an arrangement of the entire score for the piano and should retain this meaning.
5. In unpublished music the expression "Piano I" or "I Piano" should always be written "Piano I".
6. For a list of musical expressions used in instrumentation see APPENDIX 6.
- H. Enter a musical entry under the composer as author followed by the other authors indicating after each name as briefly as possible for which part each is responsible.
i.e. Smith, John, composer; Jones, John, words;
Brown, John, arranger
- I. When two names appear on the copy preceded by or followed by "words and music" and not distinguishing which is which, and the application shows one name as composer and the other as the author of the words, use the indication of the application on the index cards.
- J. If the entry is a new arrangement or a variation of an old classic enter in the author space the name of the arranger and the original composer indicating which is which and make reference for the original composer.
After the title on the reference card put within parentheses the name of the arranger, editor, etc.
- K. If the copy does not indicate whether the source authors are composers, authors of words or arrangers, etc., include their names

in the title space and make reference cards for them.

i.e. Title: The Strawberry roan, by Fred Howard, Nat Vincent and Curley Fletcher. (Modern quartette arrangement with piano accompaniment for male voices)

Author: Fletcher, Reo, arranger

- L. 1. Enter the claimant's name as it appears on the application card within brackets for unpublished music not bearing a copyright notice.
2. When the copy of an unpublished music entry carries the words "Property of Loew's" or "Twentieth century music corp., hereby claims copyright", use within brackets the name that appears on the application. No notation need be made regarding the above information

MUSIC - ABBREVIATIONS See APPENDIX I, 3c and 4c

MUSIC - BRACKETING OF CLAIMANT'S NAME See BRACKETS D

MUSIC - COLLECTIONS See TITLES D2

MUSIC - CONTENTS See CONTENTS

MUSIC - CONSISTING OF MORE THAN ONE PART See PARTS

MUSIC - NOTICE OF USE See NOTICE OF USE ON MECHANICAL INSTRUMENTS

MUSICAL DRAMA See DRAMA B

83. NAME

- A. Enter as a general rule all individual names under the surname, followed by the first given initial then second given name or initial, etc.

i.e. Jones, John Henry

- B. Distinguish persons of the same name by some description or address.

i.e. Smith, John Boston
Smith, John Washington

Smith, John, jr.

Smith, John, sr.

See also AUTHOR
CLAIMANT

NAME - ABBREVIATIONS See ABBREVIATIONS

NAME - MORE THAN ONE FOR SAME PERSON See ESTABLISHED ENTRIES

NAMES - CHANGE IN See CHANGE IN NAME

NAMES - COMPOUND See COMPOUND NAMES

NAMES OF FIRMS See FIRMS

NAMES - FOREIGN See FOREIGN ENTRIES

NATIONAL BANKS See BANKS

NATIONAL SOCIETIES See SOCIETIES

NEW EDITIONS See EDITIONS

NEW MATTER See EDITIONS

84. NEWSPAPERS

Make cross reference card under the title of a newspaper, followed by the place if the name of the paper does not include it.

See also SERIALS

See also PERIODICALS

NICKNAMES See PSEUDONYMS, NICKNAMES, DIMINUTIVE AND VARIED FORMS

85. NOTES

- A. There are two places on the main entry card where notes will be entered. (1) After the title within parentheses and (2) On the reverse side of the card.
- B. Any fact should be noted which is necessary for adequate description of an entry, either as a publication or as a particular copy.
- C. Notes are to be given in English, except quotations from foreign sources, which are to be given in the original.
- D. 1. Add notes when necessary to explain the title or to correct any misapprehension to which it might lead, and also to supply essential information about the title not given on the title page.
- 2. Notes may be used after the title to cover any of the following points: Series, editions, new matter, reprints, re-issues, variations in previous entries, and notes in relation to other publications.

See also MUSIC

MAPS

CONTRIBUTIONS TO PERIODICALS

NOTICE - DATE See DATE OF COPYRIGHT NOTICE

86. NOTICE OF USE ON MECHANICAL INSTRUMENTS

After a "Notice of use on mechanical instruments" application has been received by the Record Section and record completed, the card will be received in the Index Section where a card for each title will be made. Special forms for these entries will explain information required.

87. NUMERALS

- A. Always use Arabic numerals in series and periodical entries. In other classes if Roman numerals appear on the copy use them in that way on the card.
- B. When foreign titles begin with a numeral write the name of the numeral in full on all reference cards but not on the main card. For list of numerals in Foreign languages See APPENDIX IV C

88. OMISSIONS

- A. Omissions of information on the copy from the index cards will

be indicated by three dots (i.e. ...)

If three dots are used in a title on the copy use four dots on the card in order that it will not be confused with our omission symbol

- B. Never use "etc." to indicate omissions. Use "etc." only when it appears on the copy.
- C. Never omit anything from the claimant's name; if it cannot be intelligently abbreviated to fit into the space on the card unit put an asterisk at the end of the space and complete on the reverse side of the card.
- D. It is best never to omit anything from the title or any of the cards unless the space is limited.
- E. The title must never be so much shortened that it can be confounded with any other title or any other edition or that it shall fail to be recognized by the searcher. Care must be taken that an abridgement does not render the title false or meaningless or ungrammatical.
- F. Omit all repetitions.
- G. If "inc." or "Ltd" are omitted from a name and it is known that it should be included supply it.

OMISSIONS OF FOREIGN ACCENTS See ACCENTS B

89. ORDER

- A. Preserve the order of the words of the title.
- B. The number of the edition should always come before new matter on the main entry.
i.e. 4th ed. (New matter _____)
- C. If the claimant and the author are the same and the author of words or joint author or some other author is different, never put the author's name that is the same as the claimant on the author line first but immediately following the first name. This is done in order that the carbon card can be used as the author reference card. If the citizenship has been given to a name other than the first on the author line so indicate. See also CITIZENSHIP

ORDER IN TITLE SPACE See TITLES C

90. OVERSIZE MATERIAL

- A. Rolls of oversized maps, pictures, etc., will be examined carefully by the Index Clerk in the Deposit Section. All necessary information will be copied and brought back to the Index Section to be used as a basis for the index card. The application and blue card will be forwarded without the deposit attached to the Record Section.
Because of the fact that the copy does not accompany the application and index card to the other Sections, great care must be taken in noting all the facts accurately.
- B. Add after the description of the deposit the word "Oversize" for all oversize maps, pictures, etc., not revised by a second person and not accompanied by the deposit.

91. PARENTHESES

- A. Use parentheses for the following:
 - 1. All qualifying remarks
 - 2. Translations

3. Definitions
4. Series notes
5. Instrumentation
6. Analytical notes
7. Pseudonym after legal name on author line

- B. Do not enclose given name within parentheses.
- C. Do not enclose parentheses within parentheses.
- D. For rule regarding parentheses used in titles of unpublished music See MUSIC E

92. PARTS

- A. When a copy consists of more than one complete part, describe briefly within parentheses the number of parts and contents.
 - i.e. The last song (In nine separate parts, each part for a different instrument)
 - Third reader (In two separate parts. 1. Springtime in Flanders. 2. A Wild goose chase)
 - B. If the title is the same for all parts but authorship is different, number the parts and number the authors' names with the corresponding numbers.
 - i.e. Three spring songs. (In three separate parts)
 - authorship (1) Jones, John; (2) Smith, John;
(3) Brown, Tom
- See also DESCRIPTION OF DEPOSIT D

93. PERIOD

- A. Use the period for the following:
 1. After abbreviations, but not after 1st, 2d, 4th, etc.
 2. At the end of a sentence or groups of items, when they end with no other point.
 3. To separate the main heading from a subordinate heading.
- B. Omit the period after the following:
 1. After abbreviations in which an apostrophe indicates omitted letters such as sup't, dep't, (not supt., dep(t.)).
 2. After letters which are used as names but not as abbreviations such as Co. A; K St.
 3. After nicknames such as Fred Smith. But distinguish carefully between abbreviations and nicknames such as Fred. as an abbreviation for Frederic.

94. PERIODICALS

- A. All indexing rules regarding claimants' names, titles, etc., are applicable to periodical continuation entries as well as single entries in other classes.
- B. 1. At the time a periodical main card is made for a new entry a permanent cross reference must be made under the claimant's name, the author if there is one and the title referring to the continuation card under the claimant's name, which card is filed on the clerk's desk until it is completed and then it is transferred to the Main Index.
2. Use "See Clerk's Desk" cards for all references for current issues of periodicals.

Make the claimant cross reference exactly like the main card on the clerk's desk. The title card may be briefed somewhat referring to the claimant's name card on the clerk's desk.

Be sure always to describe fully the serial information within parentheses after the title on all cross reference cards.

(i.e. monthly, weekly, semi-monthly, quarterly, daily, etc.)

- C. 1. If a periodical has changed its name, enter currently under its latest form.
2. Make a notation on the completed card as follows:
"Continued as _____ after vol. _____ no. _____"
3. Destroy all cross reference cards referring to the old form and make new cross references under the new form.
4. On the new current entry state "For previous entries See
"
- D. 1. Enter all dates of issue in the English language regardless of how they appear on the copies or the application.
i.e. Do not use Mayo use May
2. The date of publication on a newspaper (B or A5) may be one day previous to the date of issue in a daily morning paper only; afternoon papers must have same date of issue and publication.
i.e. Date of publication Dec. 30
Date of issue may be Dec. 31 on morning papers only
- E. An error regarding the volume or number on an application may be indicated on the card by an asterisk with no further notation.
All notations re other errors should be made in the next line following the entry straight across the card and not on the reverse side of the card.

PERIODICALS See also SERIALS

PERIODICALS - FOREIGN See FOREIGN ENTRIES

PERIODICALS - NOTES See NOTES G

95. PERMISSION TO USE PREVIOUSLY COPYRIGHTED MATERIAL

If the copy states that any part of the entry is used by the permission of another copyright owner, state this information within parentheses after the author's name of that part. Do not make reference card for the author of that part.

i.e. Smith, John, composer; Brown, Thomas, words
(Permission to use granted by Jones music co.
E 234567)

PHOTOGRAPHS See ART, WORK OF
See SUBJECT HEADING

PHOTO-PLAYS See MOTION PICTURES

PICTORIAL ILLUSTRATIONS See ART, WORK OF

PLACE (ENTRIES UNDER PLACE) See GEOGRAPHICAL ENTRIES

PLASTIC WORK OF A SCIENTIFIC OR TECHNICAL CHARACTER See ART, WORK OF

POLISH NAMES See FOREIGN ENTRIES

PORTUGUESE NAMES See FOREIGN ENTRIES

POSSESSIVE AS CLAIMANT'S OR AUTHOR'S NAME AS PART OF TITLE
See TITLES J1; J2; J3

96. PREFIXES

A.

Enter under the prefix as follows:

1. All English names
2. All French, Swedish, Danish, and Norwegian names when the prefix consists of or contains an article.
3. All Spanish and Italian names when the prefix consists simply of an article.
4. In all languages when the prefix and name are written as one word.

i.e.

English	French, etc.	Italian & Spanish	Other languages
A'Becket	La Rochel	La Lumia	Hoffman, Paul von
De Morgan	La Rue	La Farina	Brink, Hans ten
Le Gallienne	Des Essarts	Lo Gatto	Haar, F. ter
Van Buren	Du Moulin	Li Gotti	Laer, J. van

But

Rosny, Gean de
Torre, Paul de

But

Farina, Jose de
Torre, Jose della

B.

Enter under the part of the name following the prefix in all cases not specified above.

1. French names when the prefix consists of a preposition
2. Italian names when the prefix consists of or contains a preposition (This rule for entry of Italian names has been retained unchanged since ALA code of 1908, although the rules in the Vatican code (1931) undoubtedly represent more general Italian usage.

i.e. Giuseppe di Tella

enter - Tella, Giuseppe di

3. Dutch names (In Dutch names the prefix de has the same significance as van and follows the forename as do also articles and prepositions in names of French origin.
4. German names (Unless written as one word)
5. Scandinavian names when the prefix consists of the preposition af (af) or the German equivalent of von.
6. Spanish and Portuguese names, with rare exceptions, are entered under the part of the name following the prefix

i.e. Ripa, Domingo la

Santos, Jano dos

C.

Always make a cross reference under the part not chosen for the entry to the established entry.

D.

When the bearer of a name with a prefix has changed his citizenship, enter according to the rules of the language of the country adopted.

97. PRESS BOOKS

A.

Omit authors of screen play, original story authors, directors' names, names of stars, etc. Include only the title and the authorship given on the application, which should be the author of the press book only.

B.

Always add the words "Press Book" within parentheses after the title on the reference cards.

PRINTS OR PICTORIAL ILLUSTRATIONS See ART, WORK OF

PRIVATE SCHOOLS See SCHOOLS

PRODUCE EXCHANGES See CHAMBER OF COMMERCE, STOCK, PRODUCE AND OTHER
EXCHANGES AND BOARDS OF TRADE

PROFESSIONAL SCHOOLS OF A UNIVERSITY See COLLEGES OR PROFESSIONAL
SCHOOLS OF A UNIVERSITY

"PROPERTY OF" APPEARING ON UNPUBLISHED MUSIC See MUSIC P2

98. PSEUDONYMS, NICKNAMES, DIMINUTIVE AND VARIED FORMS

- A. 1. As a general rule when both the legal name and the fictitious name are known, make all entries under the legal name with cross reference from the fictitious name.
2. Some few exceptions to the above general rule are:
 - a. When the real name is unknown.
 - b. When two or more authors write jointly under one fictitious name.
 - c. When the writer wishes his real name withheld.
 - d. When the fictitious name has become fixed in literary history and is the accepted name by the literary world.
(George Eliot; Mark Twain; George Sand)
- B. If an author writes under both his real name and his pseudonym and both names appear either on the copy or on the application, enter in the author space on the card unit the legal name followed within parentheses by the fictitious name, and make a cross reference under the fictitious name.
- C. Always follow the fictitious name in all entries by a descriptive word.
i.e. pseud.; nickname, etc.
- D. If the notice contains the pseudonym and the legal name is given on the application, bracket the legal name on the card unit with an asterisk and an explanation on the reverse side of the card.
- E. When two or more authors have written together under one pseudonym, make all author reference cards under the pseudonym with cross references from each of the joint authors, giving full information on each cross reference card.
i.e. Young, Barney and Dave Katz (Using joint pseudonym
"Ken Byron")

See

Byron, Ken

Katz, Dave and Young, Barney (Using joint pseudonym
"Ken Byron")

See

Byron, Ken

- F. 1. Forenames used on the copy in a diminutive or otherwise varied form should be given in the full form on the card with the varied form following within parentheses. See also Shortened Names
2. If a nickname is used on the copy and the full name is given on the application use the full name in the author space followed by the nickname within parentheses. Make a reference card

- under the full name and a cross reference under the nickname.
G. Do not make a cross reference for a shortening of a name or a well known nickname.

i.e.	Jimmy	for James
	Will	William
	Willie	William
	Steve	Stephen
	Charlie	Charles
	Chas.	Charles
	Bob	Robert
	Bobby	Robert
	Dick	Richard
	Tom	Thomas
	Abe	Abraham

PUBLIC SCHOOLS See SCHOOLS

PUBLISHER AS AUTHOR See ATLASES

99. PUNCTUATION

- A. The punctuation of the title page is generally to be followed;
if there is no punctuation it is to be supplied.
B. Avoid as far as possible doubling punctuation marks;
i.e. Commas, and dash; comma and curves; curves
within curves, etc.

See also BRACKETS
DASH
PERIOD
PARENTHESES

100. RADIO BROADCASTS

- A. Put all material for radio serial broadcasts on serial cards unless they have sub-titles. If they have sub-titles make one main title cross reference, stating there are various sub-titles and reference card for all sub-titles.
See also DRAMA C

101. REFERENCE CARDS

Do not make reference cards for the following:

1. When claimant and author are the same, make no author card.
2. When the author is a division of the claimant's name, do not make an author card.
3. Do not make joint authors cards when the number of joint authors exceeds two.
4. If the title page reads "By _____ with the assistance of _____". Do not make a reference card for the assistants.

RE-ISSUES See EDITIONS

102. RELIGIOUS NAMES

Consult A.L.A. Working draft of Rules for Personal authors for entries under religious organizations and persons.
i.e. For Saints
Popes

Patriarchs
Cardinals

Bishops and Archbishops

RELIGIOUS NAMES (M. before distinctive name) See ABBREVIATIONS C-1

103. RENEWALS

- A. All renewal entries will be based upon the rules of this manual, applicable to other classes.
- B. Make all added entries for renewals the same as for new entries.
- C. Renewal entries for periodicals and serials are to be made on special periodical renewal cards and held on the clerk's desk.
All rules regarding the entry of current periodicals and serials.
- D. Add the letter (P) or (UP) after the original date to indicate whether published or unpublished material.

RE-PUBLISHED WORKS See EDITIONS

104. REVERSE SIDE OF THE CARD

- A. 1. Make all explanatory notes other than those within parentheses after the title or author's name on the reverse side of the card, using an asterisk to indicate to what it refers on the front side of the card.
- 2. If the main card does not present an exact picture of the copy and application, indicate on the reverse side of the card just how they did appear.
- 3. Do not make an explanation regarding the mere transposition of a claimant's or author's name.
i.e. Chicago. University
(Do not note that copy appeared The University of Chicago)
- B. If a necessary cross reference for a pseudonym has been previously made, indicate so by putting X on the reverse side of the card.
- C. List on the reverse side of the card any unusual or extra reference cards made other than titles and authors that are obviously needed.

REVISIONS See EDITIONS E

RUNNING TITLE See TITLES I5

RUSSIAN NAMES See FOREIGN ENTRIES
TRANSLATION AND TRANSLITERATION

SAINT - ABBREVIATIONS See ABBREVIATIONS

105. SCHOOLS

- A. Enter public schools with no distinctive names under the name of the place. Enter public schools with distinctive names under the name of the school as it appears on the copy.
- B. Enter all private schools under the name as it appears on the copy.

SCHOOLS IN A UNIVERSITY See COLLEGES OR PROFESSIONAL SCHOOLS OF A
UNIVERSITY

SCULPTURE See ART, WORK OF

SECRET SOCIETIES See SOCIETIES D

106. SERIALS

- A. Enter on serial cards all publications issued at more or less regular intervals, such as annuals, yearbooks, reports, etc. All entries on serial cards must carry the same title, or with very little variation but never different authors. However if it is certain that the author's name is an employee for hire, the serial card may be used with the author's name in the column designated as "notes" and no cross reference need be made under the employee for hire.
- B. 1. Great care should be taken in deciding whether or not a serial card should be used. Do not use them for new editions, parts of a work which will be completed. They can be used only for material that is issued indefinitely at more or less periodical intervals.
2. Use the card entry for serial publications with different authors, or which have sub-titles. Make a cross reference card for the name of the series. See also REFERENCE CARDS
3. If the card unit is used enter the name of the series to which the title belongs within parentheses after the title.
4. When the title page begins with the name of a series, followed by the title, the individual title is used in the title space followed by the series title within parentheses.
- C. The main current serial card is to be filed on the Clerk's desk until the card is completed, when a new card for the desk is made and the completed card filed in the main index. These cards should be numbered serially (i.e. Card 1, Card 2, Card 3, etc.)
- D. 1. In addition to the main serial card cross references under Claimant, author and titles must be made referring to the Clerk's desk for current entries.
2. Use "Clerk's desk" cards for all cross references for entries made on serial cards. Make the claimant cross reference card exactly, including address, like the main card and the title cross reference with brief title and author and claimant's name following the reference to "Clerk's desk".
3. Be sure always to describe fully the serial information within parentheses after the title on all cross reference cards.
- i.e. The American digest (Annual)
The Last snow storm (A continued story In The
American magazine, April - Aug., 1939)
Financial report (Monthly)
- E. If a serial has been accepted by the Examining Section under two or more classifications, enter on the first established class and make a cross reference for the Clerk's desk file under which it is not currently entered.
- i.e. Poor's manual for banks and business executives.
Advance quarterly. [Sometimes received as Class A
and sometimes received as AA]

Prentice Hall, inc. What's happening in taxation
and government regulation (Weekly) Sometimes
received as AA and sometimes as B

- F. Note lightly with pencil on the index space of the application the letter "S" to indicate that the entry has been indexed on a serial card which is held in the Index Unit.
- G. If the title of a serial is changed and a new numbering is started, or if for any reason the new issues mean the new publication is practically independent, the entry under the earlier title should be closed, with information as to how it is continued, and the present title with previous name.

i.e.

American institute of architects

Quarterly bulletin.

Continued as

The Journal of the American institute of architects.

AND

American institute of architects

Journal.

Formerly

The Quarterly bulletin of the American institute of architects.

- H. 1. Do not put continued articles or continued stories in periodicals on serial cards if there is a possibility of a change or variance in subsequent titles. If the second installment shows a change transfer to an individual entry.
2. When a continued contribution is completed, write "Conclusion" in the notes after the last entry and transfer to the Main Index, destroying all cross reference serial cards and make permanent author and title cards.
- I. Add after the title of books previously published as a serial the phrase (First published serially in _____) Filling in the name of magazine, inclusive dates and serial entry numbers.

SERIALS - APPLICATION STARTING WITH SERIAL TITLE See APPLICATION C4

SERIALS - CITIZENSHIP See CITIZENSHIP 7

SERIALS - DRAMA See DRAMA

107. SHORTENED NAMES

If claimant's or author's name is shortened on the copy and the full name is given on the application, bracket the supplied part of the name on the main card.

i.e. On copy Vic Moran

On appl. Ralph Victor Moran

Write

Moran, [Ralph] Vic[tor]

SHORTENED NAME See also ABBREVIATIONS B

SHORTENING OF TITLE See TITLES A

108. SIGNS USED AS HEADINGS

If some sign is substituted for an author's name such as *** or ... or !!!, etc., unaccompanied by any words or letter, they will be considered as the author's name and an author reference card made under such for the sake of bringing together all the works of an author using them. Each work will have the usual claimant and title cards.

"SISTER" AFTER FULL NAME See TITLE - RELIGIOUS D

"SISTER" BEGINNING WITH INITIAL "M" See ABBREVIATIONS C

SOCIAL REGISTERS See DIRECTORIES

109. SOCIETIES

- A. Enter societies extending throughout the world, or having different authorized names in many languages under the name as it appears on the copy. Make a cross reference under the English form as it is used officially.
i.e. American national Red cross
With cross reference under Red Cross. United States
- B. Enter local branches of affiliated societies under the name of the society followed by the local branch. For such local branches having individual names which do not include the name of the general organization, make a cross reference under the name of the branch, if it is believed they might be searched for under that name.
- C. 1. American secret societies are to be entered under the national organization with a cross reference from the part of the name by which they are commonly known.
2. Enter chapters, councils, etc., of Greek letter fraternities under the national organization name, followed by the chapter name.
3. Enter masonic lodges, councils, etc., under the word Freemasons, followed by the exact wording as it appears on the copy or application.
4. Enter Elks, Odd Fellows, etc., under the main name followed by the lodge or council.
i.e. Benevolent and protective order of Elks. Santa Ana lodge no. 794
Independent order of Odd Fellows. Sovereign grand lodge
- D. Enter benevolent, moral and similar societies, purely local under the name of the place.
i.e. Baltimore. Community Chest
Cincinnati. Associated charities

SOLE OWNER See "DOING BUSINESS AS", "TRADING AS", "Sole owner", etc.

SOURCE TITLES See TITLES

SPANISH NAMES See FOREIGN ENTRIES

110. SPELLING

- A. If the spelling is incorrect through error on the copy, use the correct spelling with a notation on the back of the card as to how it appeared on the copy.
- B. If the first word of the title is spelled unusually or purposely incorrect, enter the word spelled as it appears with a cross reference under the correct spelling. This cross reference is made to avoid confusion in the searching.
- i.e. The Hystorie of the Saints

with cross reference under

The History of the Saints

STATE AS CLAIMANT OR AUTHOR See GEOGRAPHIC NAMES E

STATES OF THE UNITED STATES - ABBREVIATIONS See APPENDIX 3B

STOCK EXCHANGES See CHAMBER OF COMMERCE, STOCK, PRODUCE AND OTHER EXCHANGES AND BOARDS OF TRADE

111. SUBJECT HEADINGS

- A. As a general rule there will be no subject entries. The few exceptions are as follows:
1. Maps (Under place)
 2. Directories (Under place)
 3. Atlases and geographies (Under place)
 4. Photograph, statutes, etc. (Under person pictured)
 5. Biographies (Under person about whom the book is written)
- B. Always repeat after the subject on a subject reference card, the full title as it appears on the copy.
- C. On directories, maps, etc., of cities not followed by the name of the state (and the city is not included in the list of cities after which the state may be omitted) add the name of the state on all reference cards.

i.e. Polk, R.L. and co.

Worcester city guide... 1939

on reference cards

Worcester, Mass. Directory (Worcester city guide)
1939

SUB-TITLE See TITLES I 6

SUPPLEMENTS TO ENTRIES ON SERIALS See EDITIONS B3

SUPPLY OF INFORMATION NOT ON APPLICATION OR COPY See ACCENTS
FOREIGN ENTRIES

SYMBOLS USED AS HEADINGS See SIGNS USED AS HEADINGS

TELEPHONE DIRECTORIES See DIRECTORIES - TELEPHONE

TELEPHONE DIRECTORIES HAVING INADEQUATE TITLE PAGES See TITLES B

THESIS See DISSERTATIONS

112. TITLE

- A. There are two spaces on the card unit indicated as "Title". In the first space the full title with all notations must occur. In the second space the title may be shortened but care must be taken that no essential matter is omitted and that the second title begins with the same wording as the first. Also serial notations, instrumentation, etc., must be included in the second.
- B. 1. When the copy has a good unmistakable title page, and the application has used the cover title, use the real title page with an asterisk and on the reverse side of the card give the application and cover title and make reference card for that title.
2. For entries having no title pages or other inadequate title pages, use the cover or application title noting that that title has been used in preference to some other title appearing on the copy. Always make a reference card under the title not chosen.
- C. 1. As a rule preserve the order of the words of the title. The following are exceptions to this rule:
- 1. Catalogs See CATALOGS
 - 2. Games See GAMES
 - 3. When title begins with a word expressive of the number of a series See TITLES E1
 - 4. Abridgements, Arrangements, Translations of other titles See TITLES G
 - 5. Maps See MAPS J
2. The title given in the title space on the card unit is to be an exact copy of the title on the copy, except that mottoes and non essential matter of any kind may be omitted, all omissions being indicated by three dots ...
3. Always include in the title space, alternative, running and sub-titles if they appear on the title page of the copy.
4. If a book has several title pages select the most general and give the others, if necessary, in a note and make necessary cross references.
5. When the title begins with a personal name, write it as it appears on the copy, in both title spaces on the card unit and on any other reference cards. Do not transpose.
i.e. Title: Franklin D. Roosevelt and The New Deal.
- D. 1. Works in more than one volume are, as a rule to be indexed from the title page of the first volume, subsequent changes being explained in notes on the reverse side of the card.
2. Collections of works containing six or less titles must contain all the sub-titles after the main title and within parentheses. Make reference card for each individual title making analytical note after each.
i.e. Title Two movements (1. The Little windmills.
2. The Little cherubs)
- E. When a title begins with a word expressive of a number which the work holds in a series, the first word entry is to be made under the next word.
i.e. Eighth collection papers
Enter Collection (8th)

The First letter to the President

Enter as it appears because it is not the 1st of a series.

- F. 1. Title reference cards must be made for all titles which are distinctive but not for titles commonly used, such as Reports, Bulletins, etc., or their equivalents in other languages.
2. No title reference cards need be made for musical productions published without individual identifying titles but only designating the class of musical work (i.e. Waltz, Dance, March, etc.) For list of such titles See APPENDIX V
- G. 1. Abridgements, adaptations, arrangements, dramatizations, translations or other versions of works in the public domain or of existing copyrighted works, or works published with new matter, shall be entered under the title proper of the original work, followed by the description of the new material.
i.e. Uncle Tom's cabin. (Abridged edition)
The Best there is. (Radio adaptation)
2. Enter the Specific title in the title space for all supplements, appendixes, annuals, etc., followed by the description of the new work.
i.e. Copy title: Teachers' manual for Our world of today.
- ENTER Our world of today. (Teachers' manual)
- H. Distinguish the difference in titles exactly alike by some description if there is no more difference than date of publication or date of receipt, use that.
- I. 1. Purely descriptive matter as a title need not be used as a title, on a reference card.
i.e. Three little girls and a dog (Photograph)

DO NOT MAKE TITLE CARD

2. Titles beginning with numbers indicating edition, volume, year, etc., need not be used on reference card.
3. The following titles in addition to the title appearing on the main card must have reference cards:
1. Application title (When it differs from the copy)
 2. Subject (Biographies, photographs, maps, atlases, etc.)
 3. Catch words (Only rarely made, when there is danger that the proper title could not be remembered)
 4. Source titles
 5. Film titles
4. If the title in the title space on the card unit begins with the claimant's full name, do not use the title reference card.
i.e. Dagget and Ramsdell golden cleansing cream
5. If there is no title page, or the title page is insufficient choose the cover title, running title, sub-title, or alternative title as the main title, indicating within parentheses the type of title used.
If the title page title is used and it is believed that the running title, or cover title, etc., is known and referred to as frequently or more frequently than the title page, make a reference card.
- J. 1. If the title begins with the possessive of the claimant's name, always use it on the title space of the card unit.
If the title begins with the possessive of the claimant's name

always make a reference card under the specific title following.
i.e. Mary Johnston's to have and to hold (Use on main entry)

To have and to hold (Make reference card)

- J. 2. If the title begins with the claimant's full name and it is descriptive of the remainder of the title, or if your judgement tells you that the title might be known under that name, use it. Often the running title or the text of the material helps you to decide whether it should be used or not. Do not make an extra title card unless the part following the name calls for one.

i.e.

The Alyn violin charts (Claimant is Frederick Alyn)

3. If the title begins with the possessive of the author's name include this name on the title line of the main entry and make added title reference card for the title proper. Do not make a title card under the forename of the author.
4. If the author's name appears first on the title page and not in the possessive, omit that name from the title line.
5. If the title begins with a part of the name of the author or the claimant, and you are reasonably sure it is a part of the title (not set apart from the title) it should be used.

i.e. Daggett and Ramsdell cold cream USE AS IS

TITLE - ABBREVIATIONS See ABBREVIATIONS E
APPENDIX I A

TITLE - ADVERTISEMENTS See ADVERTISEMENTS

TITLE - APPLICATION See APPLICATION C
ART, WORK OF

TITLE - MORE THAN ONE FOR THE SAME ENTRY See AUTHOR I
CONTENTS

TITLE - NONE ON COPY See APPLICATION C5
ART, WORK OF

TITLES - HINDU See FOREIGN ENTRIES

TITLES - HUNGARIAN See FOREIGN ENTRIES

113. TITLES - OF HONOR, NOBILITY, ETC.

- A. Omit the following types of titles of honor unless the title is needed to identify the name from other entries.
1. Titles of address (Mrs. Miss, etc.)
 2. Ecclesiastical titles (Abbé, Archdeacon, Rabbi, Reverend, etc.)
 3. Governmental titles (Senator, Governor, etc.)
 4. Military and Naval titles (Capt., General, etc.)
 5. Academic and professions (Dr. Prof., etc.)

114. TITLES - RELIGIOUS

- A. For writers or claimants who have adopted a religious name, use as it appears on the copy, unless the secular name is given on the application or it has been previously established under the secular

name. Cross reference always from the one not used to the established entry.

i.e. Koehler, Mary Monica, sister [With reference from Mary Cecilia, sister]
Hess, Lawrence Cuthbert, father [With cross reference from Cuthbert, father]
Bransiet, Matthieu, frere [With cross reference from Philippe, frere]

- B. Always use the following designations spelled out fully
(Whether used with the family name or the fore name)
Saint Bishop or Archbishop
Pope Cardinal
- C. Always use lower case and in italics the following:
sister, soeur, schwester, sor, suora, mother, mère, father,
père, pater, brother, frère, fra, fray, etc.

"TRADING AS" See "DOING BUSINESS AS"

115. TRANSLATION AND TRANSLITERATION

- A. Enter a translation as it appears on the copy and make an added entry under the original work if different.
- B. If the title appears only in characters other than roman or gothic obtain a transliteration and a translation and use all on the main entry card in the following order: Transliteration, Translation, Original title.
- C. If the title appears in a foreign language, use the 1st title and if translation appears follow with the translation. Consult translator in cases of doubt - never make an entry in a foreign language unless it is a certainty.

TRANSLATIONS See also TITLE G

TRANSLATION OF MONTH IN "DATE OF ISSUE" ON PERIODICALS See PERIODICALS

TRANSPPOSITION OF TITLES See CATALOGS
See MAPS
See TITLE C, G, J

TRUSTEES See BOARDS, TRUSTEES, ETC.

UNDERLINING See ITALICS

UNION LEAGUE CLUBS See UNIVERSITY AND UNION LEAGUE CLUBS

UNITED STATES GOVERNMENT ENTRIES See GEOGRAPHIC ENTRIES

UNIVERSITIES See INSTITUTIONS
See COLLEGES AND UNIVERSITIES

UNIVERSITY ALUMNI ASSOCIATIONS See ALUMNI ASSOCIATIONS

116. UNIVERSITY AND UNION LEAGUE CLUBS

Enter under the name as it appears

i.e. University club of Washington, D.C.
Union league club of Chicago

WOMEN, MARRIED See MARRIED WOMEN

WORK OF ART See ART, WORK OF

YIDDISH See TRANSLATION AND TRANSLITERATION

1. Enter NAME OF REMITTER in capital letters, followed by address and remainder of card in small letters.
2. The names of States need not be given after well known large cities as Chicago, Philadelphia, New York, etc. See Appendix to Index Rules.
3. Make cards in duplicate for all mail with fees attached. Attach the original card to the mail and retain the carbon copy. Make only one card for all other mail, retaining it for the files. Initials of clerk making the card must be on bottom of all cards.
4. Transpose the name of the individual by writing surname first, followed by the given name or initials; the first of the given names always preceding the second given name or initial.
5. Do not abbreviate names that might cause misfiling. If the full name is given, do not use initials. (See also Rule 2 under ~~"Line: Letter-Package-Application-Fee"~~ ^{18 part 7})
6. MAIN CARD: The card covering all information is termed the Main Card or the Main Entry; any additional cards are Cross Reference cards, referring to the Main Card for all information. If the mail to be recorded presents more than one name under which it might be called for, it should be indexed all ways. (See also Rule 7)
7. CROSS REFERENCE CARDS: Additional cards written to enable one to find cards pertaining to a certain name filed under some other name is termed a Cross Reference Card.
 - a. Always use plain cards for Cross References.
 - b. When no title is used and the word SEE is used, it indicates that all material relating to the particular name preceding the word SEE will be found always under the name following. This is known as a permanent Cross Reference. When no title is used and the words SEE ALSO are used they indicate that additional entries may be found under the name following the words SEE ALSO. This is known also as a permanent Cross Reference.
 - c. When a cross reference is made for a specific title and refers only to that piece of mail use SEE, always indicating on the Main Card the relationship of the name used on the Cross Reference, and indicate on the Cross reference the title or other identification of the Main Entry. (See Forms below)
 - d. After selecting one name as the Main Entry (see Rules under "Line--Remitter"), include other names on Cross Reference cards as follows:
 1. When letter is written on a firm's letterhead regarding official business but signed by an individual whose name is used more frequently than the firm name when papers are called for, make Cross Reference under the individual's name.
 2. When letter of transmittal and "person sending the fee" on application differs, make Cross Reference under name of "person sending the fee".
 3. When in your judgment the correspondence might be called for under some other name than the one indicated as Remitter.

7. Continued

e. FORMS to be used in making Cross References

PERMANENT CROSS REFERENCE

SPECIFIC CROSS REFERENCE

8. If an error has been made in an entry and it has gone through the Bookkeeping Section under the incorrect name, correct the M.I. card and make a cross reference card under the incorrect entry noting on both cards both names and why card is made. Be sure to put cash no. on the cross reference.

i.e. Jones, Irvin co.

(Incorrectly entered under Irvin Jones co.)

Irvin Jones co.

(Incorrect entry, corrected to Jones, Irvin co.)

9. Names of organizations, institutions and firms beginning with the name of an individual are transposed and written under the surname. If the given name is similar to a surname make a permanent cross reference under the given name.

Thus:

Jones, Ralph & co. (needs no cross reference)

Jones, Rudolph

Jones, Thompson co. (Need permanent cross reference under Thompson Jones co.)

Thompson, Jones and Co. (needs no cross reference)

EXCEPTION: Make the main entry under the given name and the Cross Reference under the surname for memorials and when the name is always thought of as a full name and never separately. Such as:

Alexander Hamilton Institute (Make cross ref. under Hamilton)

Walter Reed Hospital (Make cross ref. under Reed)

10. Names of organizations, institutions, boards, committee, etc., containing the name of a country, a state, or a city; enter under the name of the country, state or city. In case of a state and city having the same name distinguish by word State or City enclosed in parentheses. Thus New York (City) New York (State)

Dominion of Canada Dept. of Agriculture WRITTEN

Canada. Agriculture

Board of Education of the City of Detroit WRITTEN

Detroit. Board of education

11. Boards, Committees, or Bureaus of National Organizations are entered under the name of the National Organization. Such as:

National Board of the Y.W.C.A. WRITTEN

Y.W.C.A., National Board

International Committee of the Y.M.C.A. WRITTEN

Y.M.C.A., International Committee

12. Federal Government Correspondence should be entered under "U.S." followed by the Department or Bureau. Thus:

Department of Agriculture WRITTEN

U.S. Agriculture

Government Printing Office WRITTEN

U.S. Govt. Printing Office

See also Manual for Preparation of Index Cards

13. Put all Radio Stations under the letter followed by the place; never under the words "Radio Station".

14. Use of Parentheses

a. Use parentheses only to indicate parts of a name or title not to be considered in the arrangement of the cards. Do not use parentheses with given names.

1. Titles "Dr.", "Mrs.", "Prof.", etc., should be written after the given name or initials and enclosed in parentheses.

2. Titles "Jr.", "Sr.", "1st", etc., should be treated as part of the name and not inclosed in parentheses.

3. Omit the article in an entry name but never in a title

15. At the end of each day

a. Tear apart all perforated cards

b. Separate all carbons from originals

- c. Count cards
 - d. Attach statistical slip, indicating your name, number of cards made, time spent typing cards, number of cards filed, time spent filing cards, time spent doing any other kind of work and date.
 - e. Refer all cards made with statistical slip to Clerk in charge.
16. Do not leave the room for any length of time with fees on your desk.
17. Do not go into the "Mail Cage" for mail. Only one clerk will be authorized to go into the "Mail Cage" for this purpose and he will place it in the baskets indicated on the mail table.
18. When Copyright form letters or forms have been returned in the mail with a fee or an application and the copyright letter or form does not have the remitter's name on it, transfer this information in pencil onto the letter before it is sent out of the Section.

19. SPACE "REMITTER"

- I. Use name of person or firm sending the letter of transmittal.
- a. Always compare the letter of transmittal with the "person sending the fee" as indicated on the application and with the remitter as indicated on the money order or signer of check. If any of these names differ put both names on the main card and make a cross reference under names not chosen.
 - b. Use the name of the firm or company in preference to an individual if it is certain that the individual represents the firm. There is no need to make a cross reference under the signature (Exception see General Rule 7D-1)
 - c. If an individual signs the letter with no indication as to his connection with the firm on whose letterhead the letter is written use his individual name if he uses the singular person in the letter (i.e. I), and use the firm name if he uses the plural person (i.e. We)
- II. If there is no letter of transmittal use
- a. "Name of person sending the fee", indicated on application.
 - b. Remitter on the Money Order or Signer of the Check, if there is neither letter nor application.
 - c. If the certificate is to be sent to a firm name and the Remitter is an individual name and both have the same address, it is reasonable to believe that the individual represents the firm, therefore enter in the name of the firm with a cross reference from the individual name.
- III. When copies are received with nothing to indicate the remitter always use the name of the copyright owner as the main entry with a cross reference under the publisher and author (if in your judgment it might be called for under either name).
- IV. When "Notice of intent to use" is received enter under name from whom the letter was sent, indicating it is a carbon and to whom it is addressed.
- V. If a letter is from a Senator or a Congressman regarding an individual constituent make the main entry under the constituent's name and a cross reference under the Congressional name.
- VI. If a letter is received from a U.S. government office regarding an individual, make the entry under the individual's name with a cross reference under the government office.
- VII. If the letter of transmittal is from a Bank sending a draft for a foreign creditor, ~~use the name of the creditor as remitter~~ and make a cross reference

under the name of the Bank.

18. SPACE "DESCRIPTION OF MAIL"

- I. Indicate in this space everything that is received; never omit anything.
- II. Always list material received in the following order:
Let.; CO 81 ret'd; Appl. A2; 2 cops.
- III. Always indicate the class letter of applications received and the number of applications.
i.e. 2 appls. A1; Appl. B2; 3 appls. A5
- IV. Always give the date of the Copyright Office letters or forms returned, unless they have a form number when the date may be omitted.
i.e. CO 81 ret'd
CO 1et. 4-1-39 ret'd
CO 27b add. to _____ ret'd (in case the Co letter was addressed to some one other than the person returning it)
- V. If a letter is addressed to the Library of Congress or some other department and referred to the Copyright Office, state this fact but do not make a cross reference under the name of the Office referring it.
i.e. Let. to LC
Let. to Pat.Of.
- VI. Always state to number of copies of each title received.
i.e. 1 c
1 c each
2 c each
1 c E; 2 c A
- VII. When no application is received follow the number of copies with a description of the copy.
i.e. 1 c (Book)
2 c (Music)
1 c (Label)
- VIII. Use only the following abbreviations in this space:

Letter	Let.	LC	Library of Congress
Application	Appl.	Pat.O.	Patent Office
Applications	Appls.	G.P.O.	Government Printing Office
CO	Copyright Office		
c	copy or copies		
ret'd	Returned		

19. SPACE "SUBJECT"

- I. Indicate Subject by quoting title if given.
- II. List as many as ten titles. When more than ten titles are used list the first two titles and say so many others. Thus:
"Gone With the Wind" "Fair Forest" and 14 others

If all titles cannot be written in the space allotted state in this space

SEE OVER and list titles on the reverse side of the original card only.

III. If more than one class of application is received indicate titles corresponding to their respective classifications. Thus:

A1 "Gone With the Wind"

B2 "Goodhousekeeping" May, 1937

IV. When title of an A5 application is given be sure to give title of contribution and name of periodical in which it appears with page number and date.

20. SPACE "DATE OF MAIL"

I. Use date on letter of transmittal.

II. If no letter of transmittal use date of application (not affidavit date)

III. If no letter of transmittal nor application use date of fee.

IV. If no date use n.d.

V. Be sure to give Volume and number and date with all B applications.

VI. When no application is received and no title is mentioned in the letter, describe briefly the contents of the letter. In some cases this may necessitate the reading of the entire letter.

21. SPACE "DATE RECEIVED"

I. Use date received in Copyright Office (not the date the card is written if they are not the same)

22. SPACE "REFERRED TO"

I. In this space enter name of the individual or section to whom the mail is sent from this section, after card has been completed.

RULES FOR MAKING MASTER INDEX CARDS

2nd Edition

July, 1939

1. Enter NAME OF REMITTER in capital letters, followed by address and remainder of card in small letters.
2. The names of States need not be given after well known large cities as Chicago, Philadelphia, New York, etc. See Appendix to Index Rules.
3. Make cards in duplicate for all mail with fees attached. Attach the original card to the mail and retain the carbon copy. Make only one card for all other mail, retaining it for the files. Initials of clerk making the card must be on bottom of all cards.
4. Transpose the name of the individual by writing surname first, followed by the given name or initials; the first of the given names always preceding the second given name or initial.
5. Do not abbreviate names that might cause misfiling. If the full name is given, do not use initials. (See also Rule 2 under ~~"Line: Letter Package Application Fee"~~)
18 pt. 8
6. MAIN CARD: The card covering all information is termed the Main Card or the Main Entry; any additional cards are Cross Reference cards, referring to the Main Card for all information. If the mail to be recorded presents more than one name under which it might be called for, it should be indexed all ways. (See also Rule 7)
7. CROSS REFERENCE CARDS: Additional cards written to enable one to find cards pertaining to a certain name filed under some other name is termed a Cross Reference Card.
 - a. Always use plain cards for Cross References.
 - b. When no title is used and the word SEE is used, it indicates that all material relating to the particular name preceding the word SEE will be found always under the name following. This is known as a permanent Cross Reference. When no title is used and the words SEE ALSO are used they indicate that additional entries may be found under the name following the words SEE ALSO. This is known also as a permanent Cross Reference.
 - c. When a cross reference is made for a specific title and refers only to that piece of mail use SEE, always indicating on the Main Card the relationship of the name used on the Cross Reference, and indicate on the Cross reference the title or other identification of the Main Entry. (See Forms below)
 - d. After selecting one name as the Main Entry (see Rules under "Line--Remitter"), include other names on Cross Reference cards as follows:
 1. When letter is written on a firm's letterhead regarding official business but signed by an individual whose name is used more frequently than the firm name when papers are called for, make Cross Reference under the individual's name.
 2. When letter of transmittal and "person sending the fee" on application differs, make Cross Reference under name of "person sending the fee".
 3. When in your judgment the correspondence might be called for under some other name than the one indicated as Remitter.

7. Continued

e. FORMS to be used in making Cross References

PERMANENT CROSS REFERENCE

SPECIFIC CROSS REFERENCE

8. If an error has been made in an entry and it has gone through the Bookkeeping Section under the incorrect name, correct the M.I. card and make a cross reference card under the incorrect entry noting on both cards both names and why card is made. Be sure to put cash no. on the cross reference.

i.e. Jones, Irvin co.

(Incorrectly entered under Irvin Jones co.)

Irvin Jones co.

(Incorrect entry, corrected to Jones, Irvin co.)

9. Names of organizations, institutions and firms beginning with the name of an individual are transposed and written under the surname. If the given name is similar to a surname make a permanent cross reference under the given name. Thus:

Jones, Ralph & co. (needs no cross reference)
Jones, Rudolph
Jones, Thompson co. (Need permanent cross reference under Thompson Jones co.)
Thompson, Jones and Co. (needs no cross reference)

EXCEPTION: Make the main entry under the given name and the Cross Reference under the surname for memorials and when the name is always thought of as a full name and never separately. Such as:
Alexander Hamilton Institute (Make cross ref. under Hamilton)
Walter Reed Hospital (Make cross ref. under Reed)

10. Names of organizations, institutions, boards, committee, etc., containing the name of a country, a state, or a city, enter under the name of the country, state or city. In case of a state and city having the same name distinguish by word State or City enclosed in parentheses. Thus New York (City) New York (State)

Dominion of Canada Dept. of Agriculture WRITTEN
Canada. Agriculture
Board of Education of the City of Detroit WRITTEN
Detroit. Board of education

11. Boards, Committees, or Bureaus of National Organizations are entered under the name of the National Organization. Such as:

National Board of the Y.W.C.A. WRITTEN
Y.W.C.A., National Board
International Committee of the Y.M.C.A. WRITTEN
Y.M.C.A., International Committee

12. Federal Government Correspondence should be entered under "U.S." followed by the Department or Bureau. Thus:

Department of Agriculture WRITTEN
U.S. Agriculture
Government Printing Office WRITTEN
U.S. Govt. Printing Office

See also Manual for Preparation of Index Cards

13. Put all Radio Stations under the letter followed by the place; never under the words "Radio Station".

14. Use of Parentheses

- a. Use parentheses only to indicate parts of a name or title not to be considered in the arrangement of the cards. Do not use parentheses with given names.
1. Titles "Dr.", "Mrs.", "Prof.", etc., should be written after the given name or initials and enclosed in parentheses.
 2. Titles "Jr.", "Sr.", "1st", etc., should be treated as part of the name and not inclosed in parentheses.
 3. Omit the article in an entry name but never in a title

15. At the end of each day

- a. Tear apart all perforated cards
b. Separate all carbons from originals

- c. Count cards
 - d. Attach statistical slip, indicating your name, number of cards made, time spent typing cards, number of cards filed, time spent filing cards, time spent doing any other kind of work and date.
 - e. Refer all cards made with statistical slip to Clerk in charge.
16. Do not leave the room for any length of time with fees on your desk.
17. Do not go into the "Mail Cage" for mail. Only one clerk will be authorized to go into the "Mail Cage" for this purpose and he will place it in the baskets indicated on the mail table.
18. When Copyright form letters or forms have been returned in the mail with a fee or an application and the copyright letter or form does not have the remitter's name on it, transfer this information in pencil onto the letter before it is sent out of the Section.
19. SPACE "REMITTER"
- I. Use name of person or firm sending the letter of transmittal.
- a. Always compare the letter of transmittal with the "person sending the fee" as indicated on the application and with the remitter as indicated on the money order or signer of check. If any of these names differ put both names on the main card and make a cross reference under names not chosen.
 - b. Use the name of the firm or company in preference to an individual if it is certain that the individual represents the firm. There is no need to make a cross reference under the signature (Exception see General Rule 7D-1)
 - c. If an individual signs the letter with no indication as to his connection with the firm on whose letterhead the letter is written use his individual name if he uses the singular person in the letter (i.e. I), and use the firm name if he uses the plural person (i.e. We)
- II. If there is no letter of transmittal use
- a. "Name of person sending the fee", indicated on application.
 - b. Remitter on the Money Order or Signer of the Check, if there is neither letter nor application.
 - c. If the certificate is to be sent to a firm name and the Remitter is an individual name and both have the same address, it is reasonable to believe that the individual represents the firm, therefore enter in the name of the firm with a cross reference from the individual name.
- III. When copies are received with nothing to indicate the remitter always use the name of the copyright owner as the main entry with a cross reference under the publisher and author (if in your judgment it might be called for under either name).
- IV. When "Notice of intent to use" is received enter under name from whom the letter was sent, indicating it is a carbon and to whom it is addressed.
- V. If a letter is from a Senator or a Congressman regarding an individual constituent make the main entry under the constituent's name and a cross reference under the Congressional name.
- VI. If a letter is received from a U.S. government office regarding an individual, make the entry under the individual's name with a cross reference under the government office.
- VII. If the letter of transmittal is from a Bank sending a draft for a foreign creditor, ~~use the name of the creditor as remitter~~ and make a cross reference

under the name of the Bank.

18. SPACE "DESCRIPTION OF MAIL"

- I. Indicate in this space everything that is received; never omit anything.
- II. Always list material received in the following order:
Let.; CO 81 ret'd; Appl. A2; 2 cops.
- III. Always indicate the class letter of applications received and the number of applications.
i.e. 2 appls. A1; Appl. B2; 3 appls. A5
- IV. Always give the date of the Copyright Office letters or forms returned, unless they have a form number when the date may be omitted.
i.e. CO 81 ret'd
CO let. 4-1-39 ret'd
CO 27b add. to _____ ret'd (in case the Co letter was addressed to some one other than the person returning it)
- V. If a letter is addressed to the Library of Congress or some other department and referred to the Copyright Office, state this fact but do not make a cross reference under the name of the Office referring it.
i.e. Let. to LC
Let. to Pat.Of.
- VI. Always state to number of copies of each title received.
i.e. 1 c
1 c each
2 c each
1 c E; 2 c A
- VII. When no application is received follow the number of copies with a description of the copy.
i.e. 1 c (Book)
2 c (Music)
1 c (Label)
- VIII. Use only the following abbreviations in this space:

Letter	Let.	LC	Library of Congress
Application	Appl.	Pat.O.	Patent Office
Applications	Appls.	G.P.O.	Government Printing Office
CO	Copyright Office		
c	copy or copies		
ret'd	Returned		

19. SPACE "SUBJECT"

- I. Indicate Subject by quoting title if given.
- II. List as many as ten titles. When more than ten titles are used list the first two titles and say so many others. Thus:
"Gone With the Wind" "Fair Forest" and 14 others

If all titles cannot be written in the space allotted state in this space

SEE OVER and list titles on the reverse side of the original card only.

- III. If more than one class of application is received indicate titles corresponding to their respective classifications. Thus:

A1 "Gone With the Wind"

B2 "Goodhousekeeping" May, 1937

- IV. When title of an A5 application is given be sure to give title of contribution and name of periodical in which it appears with page number and date.

20. SPACE "DATE OF MAIL"

- I. Use date on letter of transmittal.
- II. If no letter of transmittal use date of application (not affidavit date)
- III. If no letter of transmittal nor application use date of fee.
- IV. If no date use n.d.
- V. Be sure to give Volume and number and date with all B applications.
- VI. When no application is received and no title is mentioned in the letter, describe briefly the contents of the letter. In some cases this may necessitate the reading of the entire letter.

21. SPACE "DATE RECEIVED"

- I. Use date received in Copyright Office (not the date the card is written if they are not the same)

22. SPACE "REFERRED TO"

- I. In this space enter name of the individual or section to whom the mail is sent from this section, after card has been completed.

APPENDIX I

ABBREVIATIONS AUTHORIZED IF SPACE IS LIMITED.

abteilung, abtheilung
Anno Domini
appendix
auflage
band
baronet
bearbeitet
Before Christ
century
chapter
County
department
dissertation
document
edition, editions
Government Printing Office
heft
herausgegeben
id est
illustration, illustrations
including
introduction
junior
manuscript, manuscripts
miscellaneous
new series
no date of publication
no place of publication
nouvelle
number, numbers
photograph
photographs
portrait, portraits
pseudonym
report
revised
senior
serie, series
superintendent
teil, theil
tome
übersetzt, uebersetzt
umgearbeitet
verbesserte
volume, volumes
versus

abt., abth.
A. D.
app.
aufl.
bd.
bart.
bearb.
B. C.
cent.
chap.
Co.
dept.
diss.
doc.
ed.
G. P. O.
hft.
hrsg.
i.e.
illus.
incl.
introd.
jr.
ms., mss.
misc.
n. s.
n. d.
n. p.
nouv.
no.
phot.
photos.
port., ports
pseud.
rept.
rev.
sr.
ser.
supt.
t., th.
t.
übers., uebers.
umgearb.
verb.
vol.
vs.

ABBREVIATIONS AUTHORIZED TO BE USED IN ALL ENTRIES (CO)

January	Jan.
February	Feb.
March	Mar.
April	Apr.
May	May
June	June
July	Jly
August	Aug.
September	Sept.
October	Oct.
November	Nov.
December	Dec.
Alabama	Ala.
Alaska	Alas.
Arizona	Ariz.
Arkansas	Ark.
California	Cal.
Colorado	Col.
Connecticut	Conn.
* District of Columbia	D. C.
England	Eng.
Florida	Fla.
Georgia	Ga.
Great Britain	Gt. Br.
Iowa	Ia.
Idaho	Id.
Illinois	Ill.
Indiana	Ind.
Kansas	Kan.
Kentucky	Ky.
Long Island	L. I.
Louisiana	La.
Massachusetts	Mass.
Maryland	Md.
Maine	Me.
Michigan	Mich.
Minnesota	Minn.
Mississippi	Miss.
Missouri	Mo.
Montana	Mont.
North America	N. A.
North Carolina	N. C.
North Dakota	N. D.
Newfoundland	N. F.
New Hampshire	N. H.
New Jersey	N. J.
New Mexico	N. M.
Nova Scotia	N. S.
New York	N. Y.
Nebraska	Neb.
* Delaware	Del.

Nevada
Ohio
Oklahoma
Oregon
Pennsylvania
Rhode Island
South America
South Carolina
South Dakota
Tennessee
Texas
United States
Virginia
Vermont
West Virginia
Washington
Wisconsin
Wyoming

Nev.
O.
Okl.
Or.
Pa.
R. I.
S. A.
S. C.
S. D.
Tenn.
Tex.
U. S.
Va.
Vt.
W. Va.
Wash.
Wis.
Wy.

NEVER ABBREVIATE THE FOLLOWING AFTER A NAME

Arranger
Composer
Compiler
Continuator
Editor
Engraver
Illustrator
Publisher
Translator

THE FOLLOWING ARE AUTHORIZED IN INSTRUMENTATION NOTES

Acc.	accompany, accompaniment
Arr.	arrange, arrangement
Guit.	guitar
Maj.	major
Med.	medium
Mel.	melody
Mezzo sop.	mezzo soprano
Min.	minor
Orch.	orchestra
Ork.	{ Polish & Danish
Orq.	{ Spanish
Pf.	pianoforte
Quart.	quartet
Sax.	saxophone
sc.	score
Sop.	soprano
Ten.	tenor
Unacc.	unaccompanied

NEVER ABBREVIATE THE FOLLOWING

Avec accor de
high
song
violin
solo
hymn
choral
chorus
chorale
klavier
opera
opus
parti
sängerparti
sängerpartitur

APPENDIX II

LIST OF CITIES IN THE UNITED STATES WHERE THE STATE MAY BE OMITTED
AFTER CLAIMANT'S NAME

Albany (N. Y.)	Hartford (Conn.)
Ann Arbor (Mich.)	Houston (Texas)
Annapolis (Md.)	
Asbury Park (N. J.)	Indianapolis (Ind.)
Atlanta (Ga.)	
Atlantic City (N. J.)	Jersey City (N. J.)
Baltimore (Md.)	
Battle Creek (Mich.)	Los Angeles (Cal.)
Boston (Mass.)	Lowell (Mass.)
Brooklyn (N. Y.)	Louisville (Ky.)
Buffalo (N. Y.)	
	Milwaukee (Wis.)
Chattanooga (Tenn.)	Minneapolis (Minn.)
Chicago (Ill.)	Mobile (Ala.)
Cincinnati (Ohio)	
Cleveland (Ohio)	Nashville (Tenn.)
Colorado Springs (Col.)	New Haven (Conn.)
	New Orleans (La.)
Dallas (Texas)	New York (N. Y.)
Denver (Col.)	
Des Moines (Iowa)	Oklahoma City (Okl.)
Detroit (Mich.)	Omaha (Neb.)
Duluth (Minn.)	
	Pasadena (Cal.)
El Paso (Texas)	Paterson (N. J.)
	Philadelphia (Pa.)
Fort Wayne (Ind.)	Pittsburgh (Pa.)
Fort Worth (Texas)	Providence (R. I.)

Richmond (Va.)

St. Augustine. (Fla.)

St. Louis (Mo.)

St. Paul (Minn.)

Salt Lake City (Utah)

San Antonio (Texas)

San Francisco (Cal.)

Savannah (Ga.)

Scranton (Pa.)

Seattle (Wash.)

Spokane (Wash.)

Syracuse. (N. Y.)

Tacoma (Wash.)

Toledo (Ohio)

Washington (D. C.)

Wichita (Kan.)

Worcester (Mass.)

APPENDIX III

LIST OF MODIFIED VOWELS, SHOWING ENGLISH EQUIVALENT

ä	(Norw)	aa
æ	(Norw)	ae
ä	(Germ)	ae
ø	(Norw. Danish)	ae
ö	(Germ. Swed.)	oe
ü	(Germ.)	ue
v	(Gothic)	u

APPENDIX IV

ARTICLES IN FOREIGN LANGUAGES

Bohemian No articles

Croatian No articles

Danish or Norwegian

Singular

Plural

n.	common
den	det
en	et

de(di)

the
a

Dutch

Singular

Plural

m.	f.	n.
de	de	het, 't
een	eene	een

de

a
the

French

Singular			Plural	
Before vowel				
m.	f.	m. & f.	m. & f.	
le	la	l'	les	the
un	une			a

German

Singular			Plural	
m.	f.	n.	m.f.n	
der	die	das	die	the
ein	eine	ein		a

Greek, Modern

Singular			Plural	
m.	f.	n.	m.	f.
hō	he	tō	hoi	hai
No definite article			ta	the

Hungarian

a, az	the
egy	a

Italian

Singular			Plural	
Before vowels			Before vowels	
m.	m.	f.	M. & f.	
il	lo	la	l'	
un		una		

Latin No articles

Lithuanian No articles

Norwegian See Danish or Norwegian

Polish No articles

Portuguese

Singular			Plural	
m.	f.		m.	f.
o	a		os	as
um	uma			the
				a

Roumanian

The definite article is attached as a suffix to the word it makes definite

Singular		Plural	
m.	f.	m.	f.
un	o	uni y	uncle
			a

Russian No articles

Servian No articles

Spanish

Singular			Plural	
m.	f.	n.	m.	f.
el	la	lo	los	las
un	una			the

Swedish

Singular		Plural	
m. & f.	n.	de	the
den	det		a
en	ett		

57

RULES FOR MAKING MASTER INDEX CARDS

1. Enter NAME OF REMITTER in capital letters, followed by address and remainder of card in small letters.
2. ~~Address of firms and individuals previously entered need not be entered each time.~~ The names of States need not be given after well known large cities as Chicago, Philadelphia, New York, etc.
3. Make cards in duplicate for all mail with fees attached. Attach the original card to the mail and retain the carbon copy. Make only one card for all other mail, retaining it for the files.
4. Transpose the name of the individual by writing surname first, followed by the given name or initials; the first of the given names always preceding the second given name or initial.
5. Do not abbreviate names that might cause misfiling. If the full name is given, do not use initials. (See also Rule 2 under "Line: Letter Package-Application-Fee")
6. MAIN CARD: The card covering all information is termed the Main Card or the Main Entry; any additional cards are Cross Reference cards, referring to the Main Card for all information. If the mail to be recorded presents more than one name under which it might be called for, it should be indexed all ways. (See also Rule 7)
7. CROSS REFERENCE CARDS: Additional cards written to enable one to find cards pertaining to a certain name filed under some other name is termed a Cross Reference Card.
 - a. Always use plain cards for Cross References.
 - b. When no title is used and the word SEE is used, it indicates that all material relating to the particular name preceding the word SEE will be found always under the name following. This is known as a permanent Cross Reference. When no title is used and the words SEE ALSO are used they indicate that additional entries may be found under the name following the words SEE ALSO. This is known also as a permanent Cross Reference.
 - c. When a cross reference is made for a specific title and refers only to that piece of mail use SEE, always indicating on the Main Card the relationship of the name used on the Cross Reference, and indicate on the Cross reference the title or other identification of the Main Entry. (See Forms below)
 - d. After selecting one name as the Main Entry (see Rules under "Line--Remitter"), include other names on Cross Reference cards as follows:
 1. When letter is written on a firm's letterhead regarding official business but signed by an individual whose name is used more frequently than the firm name when papers are called for, make Cross Reference under the individual's name.
 2. When letter of transmittal and "person sending the fee" on application differs, make Cross Reference under name of "person sending the fee".
 3. When in your judgment the correspondence might be called for under some other name than the one indicated as Remitter.

7. Continued

o. FORMS to be used in making Cross References

PERMANENT CROSS REFERENCE

SPECIFIC CROSS REFERENCE

8. Names of organizations, institutions and firms beginning with the name of an individual are transposed and written under the surname. If the given name is similar to a surname make a permanent cross reference under the given name. Thus:

Jones, Ralph & Co. (needs no cross reference)

Jones, Rudolph

Jones, Thompson Co. (Tho) (Need permanent cross reference under Thompson Jones Co. (Tho))

Thompson, Jones and Co. (needs no cross reference)

EXCEPTION: Make the main entry under the given name and the Cross Reference under the surname when the name is always thought of as a full name and never separately. Such as:

Marshall Field and Co.

Alexander Hamilton Institute

Walter Reid Hospital

9. Names of organizations, institutions, boards, committees, etc., containing the name of a country, a state, or a city, enter under the name of the country, state or city. In case of a state and city having the same name distinguish by word State or City enclosed in Brackets. Thus New York [City] New York [State]

Dominion of Canada Dept. of Agriculture WRITTEN

Canada. Agriculture (~~Dept. of~~)

Board of Education of the City of Detroit WRITTEN

Detroit. Education (~~Board of~~)

10. Boards, Committees or Bureaus of National Organizations are entered under the name of the National Organization. Such as:

National Board of the Y.W.C.A. WRITTEN

Y.W.C.A., National Board ~~of~~

International Committee of the Y.M.C.A. WRITTEN

Y.M.C.A., International Committee

11. Federal Government Correspondence should be entered under "U.S. Govt." followed by the Department or Bureau. Thus:

Department of Agriculture WRITTEN

U.S. ~~Govt.~~ Agriculture (~~Dept. of~~)

Government Printing Office WRITTEN

U.S. ~~Govt.~~ Printing Office

12. Use of Parentheses and Brackets

a. Words written within brackets do not appear on the material but it is a known fact that they belong there. Thus: A letter signed J. W. Smith and it is known that the given name is John William and previous entries have been made under John William, use John William within brackets.

b. Use parentheses only to indicate parts of a name or title not to be considered in the arrangement of the cards. Do not use parentheses with given names.

1. Titles "Dr.", "Mrs.", "Prof.", etc., should be written after the given name or initials and enclosed in parentheses.

2. Titles "Jr.", "Sr.", "1st", etc., should be treated as part of the name and not enclosed in parentheses.

12. Continued

b. Continued

3. ~~When the article "The" is a part of a name, it should be put at the end of the name and enclosed in parentheses.~~
~~Thus: The John Smith Company WRITTEN~~
~~Smith, John Co. (The)~~

13. At the end of each day

- a. Tear apart all perforated cards
- b. Separate all carbons from originals made
- c. Count cards
- d. Attach slip indicating your name, number of cards made, any time spent other than in making cards
- e. Refer all cards with attached slip to Clerk in Charge

14. Do not leave the room for any length of time with fees on your desk.

LINE: "REMITTER"

I. Use name of person or firm sending letter of transmittal.

- a. Always compare the letter of transmittal with "person sending the fee" as indicated on application card and with remitter as indicated on Money Order and signer of check. If any of these names differ make cross reference cards under such names.
- b. Use the name of firm or company in preference to an individual if it is certain that the individual represents the firm. There is no need to make a Cross Reference under the signature (Exception see General Rule 7D-1)
- c. If an individual signs the letter with no indication as to his connection with the firm on whose letter head the letter is written use his individual name if he uses the singular person in his letter (I), and use the firm name if he uses the plural person (We).

II. If there is no letter of transmittal use

- a. "Name of person sending the fee" indicated on application card
- b. Remitter on Money Order or Signer of Check--if there is neither letter or application.

III. In cases of copies received with nothing to indicate the remitter always use name of copyright owner as the main entry with Cross references to publishers (if different from owner) and author (if in your judgment it might be called for under that name.

IV. When "Notice of Intent to Use" is received use name from whom the letter was sent as Main entry indicating it is a carbon and to whom it is addressed on the 2nd line.

LINE: "LETTER-PACKAGE-APPLICATION-FEE"

I. Enter exactly everything that is received putting semi-colon between each item.

- II. Use only abbreviations clearly distinguished.
Examples: appl.--application
MO---Money Order
Ck---Check
CO---Copyright Office
- III. When copies only are received cross out words "Letter", "Application" and "Fee". Do not cross out words on this line in making any other entries.
- IV. Always indicate the class letter of applications received: thus:
2 appls. A1; appl. B2; 2 appls. R
- V. Always give date of Copyright Office letters returned, unless they have a circular number: enter thus
CO 81 ret'd
CO let. 4-10-37 ret'd
CO 27b add. to ---- ret'd (in case the CO letter was addressed to some one different from the person returning it--be sure to make Cross Reference mentioning this fact)
- VI. When two or more fees are received under same cover give total in parentheses at end of line. Thus:
2MO \$2.00 each (Total \$4.00)
Ck \$2.00; MO \$1.00 (Total \$3.00)
- VII. If letter is addressed to the Library of Congress or some other department and referred to the Copyright Office, state this fact but do not make a Cross reference to the office referring it to Copyright Office. Thus:
Letter to LC
Letter to Bur. of Inf.
Letter to Patent Off.

LINE: "SUBJECT"

- I. Indicate Subject by quoting title if given.
- II. List as many as ten titles. When more than ten titles are used list the first two titles and say so many others. Thus:
"Gone With the Wind" "Fair Forest" and 14 others
- If all titles cannot be written in the space allotted state in this space SEE OVER and list titles on the reverse side of the original card only.
- III. If more than one class of application is received indicate titles corresponding to their respective classifications. Thus:
A1 "Gone With the Wind"
B2 "Goodhousekeeping" May, 1937
- IV. When title of an A5 application is given be sure to give title of contribution and name of periodical in which it appears with page number.

- V. Be sure to give Volume and number and date with all B applications.
- VI. When no application is received and no title is mentioned in the letter, describe briefly the contents of the letter. In some cases this may necessitate the reading of the entire letter.

LINE: "ENCLOSURES"

- I. Reserve this space for COPIES only; stating the number of copies of each item received: thus
 - 1 copy (when only one item is received)
 - 1 copy each (when more than one)
 - 2 copies each (item is)
 - 1 copy E; 2 copies A (received)
- II. When no application is received follow the number of copies by a description of the copy. Thus
 - 1 copy (book)
 - 1 copy (music)
 - 2 copies (booklet)
 - 1 copy (newspaper)

LINE: "REFERRED TO"

- I. In this space enter name of the individual or section to whom the mail is sent from this section, after card has been completed.

LINE: "DATE OF MAIL"

- I. Use date on letter of transmittal.
- II. If no letter of transmittal use date of application (not affidavit date)
- III. If no letter of transmittal nor application use date of fee.
- IV. If no date use n.d.

LINE: "DATE RECEIVED"

- I. Use date received in Copyright Office (not the date the card is written if they are not the same)

DO NOT WRITE IN SPACES BELOW "DATE OF MAIL" AND "DATE RECEIVED"

ALWAYS PUT INITIAL OF CLERK MAKING THE CARD ON BOTTOM OF THE CARD

THE LIBRARY OF CONGRESS
COPYRIGHT OFFICE
WASHINGTON, D.C.

Dear Sir:

I transmit herewith an outline of the Copyright
Office practice governing the registration of commercial
prints and labels.

Respectfully,



Register of Copyrights

Enclosure:

Registration of Commercial
Prints and Labels in
Copyright Office.

REGISTRATION OF COMMERCIAL PRINTS AND LABELS IN THE COPYRIGHT OFFICE

By virtue of Public Act No. 244--Seventy-sixth Congress--approved July 31, 1939, jurisdiction over commercial prints and labels for the purpose of copyright registration is transferred to the Register of Copyrights effective July 1, 1940 (see full text of Act printed in appendix¹).

The following principles, designed to be in strict accordance with the provisions of the copyright law, for the registration of prints and labels, are published for gratuitous distribution.

CORRESPONDENCE

1. The personal attendance of applicants at the Copyright Office is not usually essential. Their business can be transacted by correspondence.
2. All letters should be addressed to "The Register of Copyrights, Washington, D. C."; and all remittances by postal order, certified check, or draft should be to his order.
3. A separate letter should in every case be written in relation to each distinct subject of inquiry or application.
4. Letters relating to pending applications should refer to the name of the applicant and date of filing. Letters relating to registered prints and labels should refer to the name of registrant and number and date of certificate.

WHO MAY REGISTER A PRINT OR LABEL

5. (a) The author or proprietor of any print or label who is a citizen of the United States, or his executors, administrators, or assigns.
- (b) An alien author or proprietor of any print or label, or his executors, administrators, or assigns, only as provided by section 8 of the Copyright Act approved March 4, 1909 (see section 8 printed in full in appendix²).

Any person to whom an author, who has the privilege of copyright in the United States, has transferred his right to copyright can apply for registration as proprietor thereof.

NOTICE OF COPYRIGHT

6. It is necessary, in order for a copyright to exist in a print or label as defined in these rules, that the notice of copyright appear on each copy of the article published. The wording of the notice is determined by the copy-

right statute, see section 18 printed below.* Prior to filing the application for registration the article must be originally published with the statutory notice of copyright.

7. Registration:

(a) Applicants for registration must deposit two complete copies of the print or label in the Copyright Office, accompanied by an application for registration and a fee of \$6.00.

(b) The term "print" covered by these rules is defined as an artistic and intellectual production actually used for an article of merchandise and in some fashion pertaining thereto, but not borne by it; such, for instance, as a pictorial advertisement in the form of a handbill, poster, leaflet or the like.

(c) The term "label" covered by these rules is defined as an artistic and intellectual production impressed or stamped directly upon the article of merchandise or upon a slip or piece of paper or other material to be attached in any manner to manufactured articles or to bottles, boxes, and packages containing them, to indicate the article of merchandise.

(d) No print or label can be registered unless it properly belongs to an article of merchandise and is as defined above.

(e) All applications for registration are considered in the first instance by the examiner. Whenever registration is refused the applicant will be notified of such refusal and informed of the reasons therefor. Any request for reconsideration of action taken by the Copyright Office, submitted within a reasonable time by any person authorized to make the application, will be reviewed and acted upon by the Revisory Board, or in default of unanimous decision by that Board, by the Assistant Register or Register of Copyrights in person.

8. The Deposit:

The deposit shall consist of two complete copies of the print or label, such copies to contain the copyright notice required by the Act, and an identifying

* Sec. 18. That the notice of copyright required by section nine of this act shall consist either of the word "Copyright" or the abbreviation "Copr.," accompanied by the name of the copyright proprietor, and if the work be a printed literary, musical, or dramatic work, the notice shall include also the year in which the copyright was secured by publication. In the case, however, of copies of works specified in subsections (f) to (k), inclusive, of section five of this act, the notice may consist of the letter C inclosed within a circle, thus: ©, accompanied by the initials, monogram, mark, or symbol of the copyright proprietor: Provided, That on some accessible portion of such copies or of the margin, back, permanent base, or pedestal, or of the substance on which such copies shall be mounted, his name shall appear. But in the case of works in which copyright is subsisting on July 1, 1909, the notice of copyright may be either in one of the forms prescribed herein or in one of those prescribed by the act of June eighteenth, eighteen hundred and seventy-four.

name or title. Copies may be mailed to the Copyright Office without cost to the copyright claimant (see section 14 of the Copyright Act printed below*).

9. The Application:

(a) The application shall consist of a statement addressed to the Register of Copyrights disclosing the name and address of the copyright proprietor, the name and citizenship of the author, the title of the print or label and the name of the article of merchandise for which the print or label is issued. The application shall contain a statement of the date when the print or label was first published and the name and address of the establishment which printed the work. Copyright Office application form KK duly filled out will meet the above requirements, and will be supplied to applicants upon request.

(b) Pending applications are preserved in secrecy, and no information will be given respecting such applications without authority of the applicant unless such action shall, in the opinion of the Register of Copyrights, be necessary to the proper conduct of business before the Office.

ISSUE OF CERTIFICATE AND DURATION OF COPYRIGHT

10. After the Office has found a print or label registrable under the requirements of the law, a certificate will be issued, over the signature of the Register of Copyrights bearing the seal of the Copyright Office.

11. The term of copyright is twenty-eight years from the date of first publication. An additional copyright term of twenty-eight years may be secured by any person entitled thereto upon filing a suitable application within one year prior to the expiration of the original term of copyright, and paying the registration fee of \$6.00 (see section 23 of the Act of March 4, 1909, printed in the appendix³).

ASSIGNMENTS

12. The copyright in a print or label is assignable by an instrument in writing signed by the copyright proprietor. This should state the names of the assignee and assignor, the title of the print or label assigned, and the registration number; and should bear the date of its execution, and be recorded within three calendar months thereof (see sections 42, 44, and 46 of the Act of March 4, 1909, printed in the appendix⁴).

FEES

13. For registration of a print or label including certificate.	\$6.00
For each duplicate or additional certificate.....	1.00

* Sec. 14. That the postmaster to whom are delivered the articles deposited as provided in sections eleven and twelve of this act shall, if requested, give a receipt therefor and shall mail them to their destination without cost to the copyright claimant.

For recording assignments or licenses, or making and certifying copies of same, each Copyright Office record-book page or additional fraction of a page over one-half page will require a fee of.....	\$2.00
For indexing transfer of proprietorship of copyrighted prints or labels, each title included in the assignment will require a fee of.....	.10
(This is in addition to the fee prescribed for recording the assignment. Sec. 61, Copyright Act.)	
For comparing a copy of an assignment with record of such document in the Copyright Office and certifying the same under seal.....	2.00
For search of Copyright Office records, indexes, or deposits: for each hour of time consumed.....	1.00

14. Remittances should be made by money order, bank draft, or certified check, payable to the Register of Copyrights.

REPAYMENT OF MONEY

15. Upon refusal of the Register of Copyrights to register any print or label, the fee will be returned.

CATALOGUE OF COPYRIGHT ENTRIES

16. The Catalogue of Copyright Entries, Part 4, is issued monthly and will contain a list of the prints and labels registered, with the name of the registrant in each case, the title of the print or label, and a statement of the particular goods to which it is applied, together with the date of publication. The yearly subscription price for this part of the Catalogue is \$2.00, which must be sent with your order direct to the Superintendent of Documents, Government Printing Office, Washington, D. C. Do not send subscriptions or remittances for the Catalogue of Copyright Entries to the Register of Copyrights or to the Librarian of Congress.

APPENDIX

1.

PUBLIC ACT No. 244--76TH CONGRESS
(Chapter 396--1st Session)
(H.R. 153)

An act to transfer jurisdiction over commercial prints and labels, for the purpose of copyright registration, to the Register of Copyrights.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That effective at the close of business June 30, 1940, section 3 of the Act entitled "An Act to amend the law relating to patents, trade-marks, and copyrights", approved June 18, 1874 (17 U.S.C. 63), is hereby repealed, but all original or renewal copyrights effected thereunder shall continue in full force and effect for the balance of the respective unexpired terms, subject to all the rights and remedies accorded by existing copyright law.

Sec. 2. Section 5 (k) of the Act entitled "An Act to amend and consolidate the Acts respecting copyright" approved March 4, 1909, is hereby amended to read: "(k) Prints and pictorial illustrations including prints or labels used for articles of merchandise."

Sec. 3. That commencing July 1, 1940, the Register of Copyrights is charged with the registration of claims to copyright properly presented, in all prints and labels published in connection with the sale or advertisement of articles of merchandise, including all claims to copyright in prints and labels pending in the Patent Office and uncleared at the close of business June 30, 1940. All such pending applications and all fees which have been submitted or paid to or into the Patent Office for such pending applications, and all funds deposited and at the close of business June 30, 1940, held in the Patent Office to be applied to copyright business in that Office, shall be returned by the Commissioner of Patents to the applicants. There shall be paid for registering a claim of copyright in any such print or label not a trade-mark \$6, which sum shall cover the expense of furnishing a certificate of such registration, under the seal of the Copyright Office, to the claimant of copyright.

Sec. 4. Subsisting copyrights originally registered in the Patent Office prior to July 1, 1940, under the provision of law repealed by section 1 hereof, shall be subject to renewal in behalf of the proprietor upon application made to the Register of Copyrights within one year prior to the expiration of the original term of twenty-eight years.

Approved, July 31, 1939.

2.

SECTION 8.

Sec. 8. That the author or proprietor of any work made the subject of copyright by this Act, or his executors, administrators, or assigns, shall have copyright for such work under the conditions and for the terms specified in this Act: Provided, however, That the copyright secured by this Act shall extend to the work of an author or proprietor who is a citizen or subject of a foreign state or nation, only:

(a) When an alien author or proprietor shall be domiciled within the